

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Tom Sieber, Chair; James Kneiszel, Vice Chair
Mark Becker, Richard Schadewald, John Vander Leest

ADMINISTRATION COMMITTEE

Wednesday, August 1, 2018

6:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of June 26, 2018 and Special Admin July 18, 2018.

1. **Review minutes of:**

- a. Housing Authority (May 21, 2018 & June 25, 2018).
- b. Housing Authority Project Based Voucher Advisory Subcommittee (May 18, 2018).

Comments from the Public

Communications

2. Communication from Supervisor Gruszynski: That the Brown County Board make a recommendation to the County Treasurer to include the amount of tax payer money being spent on private vouchers to increase transparency on education spending in the county. *Held for one month.*
3. Communication from Supervisor Van Dyck re: Reallocate up to \$500,000 of Sales Tax Revenue to purchase the software and audio and video equipment necessary to record, document and archive County Board meetings. *Referred from July County Board.*
4. Communication from Supervisor Linssen re: Review access of County email access from external applications. *Referred from July County Board.*
5. Communication from Supervisor Kneiszel: Request the Brown County Department of Technology Services give a presentation on the costs and practical use of IQM2 total media management on similar video meeting archive software. *Held for 30 days.*
6. Communication from Supervisor Becker: For Corporation Counsel to review Brown County Ordinance 2.04(3)(D) for constitutionally proper options for invocation if current section is modified, replaced, or removed. *Held for 30 days.*
7. Communication from Supervisor Schadewald re: I request the Human Services Committee and the Administration Committee to examine proposals to find ways to attract and keep the local resident in psychiatry to stay and work in Brown County. *May motion: To direct this to the HR Department for an analysis to see if there was some incentivizing that could be done with the large number of people who were doing their residency in psychiatry and bring back in 90 days.*

County Clerk

8. Budget Status Financial Report for June 2018 – Unaudited.

Child Support

9. Budget Status Financial Report for June 2018 – Unaudited.
10. Director Summary.

Human Resources

11. Budget Status Financial Report for June 2018 – Unaudited.
12. Resolution Approving Changes to the Brown County Employee Health Insurance Plan During the 2018 Calendar Year.
13. Human Resources Report.
 - a. Turnover Report for June 2018.
 - b. Dept. Vacancies Report as of July 17, 2018.
 - c. Health & Dental Reports from M3 (May 2018).
 - d. Turnover report with BLS Statistics.

Technology Services

14. Budget Status Financial Report for June 2018 - Unaudited.
15. Discussion and possible recommendation/direction re: Video and Closed Captioning.
16. Technology Services Monthly Report.

Corporation Counsel

17. Budget Status Financial Report for June 2018 - Unaudited.
18. Oral Corporation Counsel Report.

Department of Administration

19. Budget Status Financial Report for June 2018 – Unaudited.
20. Budget Adjustment Log.
21. Discussion and possible action regarding the *Expo Center Redevelopment Project Management (PM) Services Request for Proposal (RFP)*.
22. Discussion and possible action regarding the *Expo Hall Center Redevelopment Architecture and Engineering (A/E) Services Request for Proposal (RFP)*.
23. Director's Report.

Treasurer

24. Review of Treasurers Dept. Budget Performance Report for June 2018 (unaudited).
25. Discussion and possible action re: request from previous owner, Roy F. Bartels, to grant "Preference to Former Owner" per Brown County Code Section 3.06(5)(c) regarding the sale of Parcel Number 6H-1223-2, taken through the In Rem process, with physical address of 2535 West Point Road, Green Bay, WI 54304.
26. Discussion and possible action on the sale of the following tax deed parcels (Auction results of July 31, 2018 to be passed out to Supervisors at meeting):
Parcel 1-1346 at 1605 11th Ave. in the City of Green Bay – High bid \$????
Parcel ED-1128-11-2 at Eau Pleine Ct. in the City of DePere – High bid \$???
27. Discussion and possible action on the sale of the following tax deed parcels located in the City of Green Bay to the Green Bay Redevelopment Authority:

Parcel #	Address	Municipal Sale \$
1-925	1305 S Chestnut Ave., City of Green Bay Vacant Land	\$ 3,358.54
18-503	927 N Broadway, City of Green Bay Vacant Land	\$ 7,835.32
20-44-37	1233-1235 Reber St., City of Green Bay Vacant Land	\$ 5,397.30 \$ 500
3-698	410 Fifteenth Ave., City of Green Bay Vacant Land	\$ 4,260.75
5-795	619 Roy Ave., City of Green Bay Vacant Land	\$ 3,244.02

Other

- 28. Audit of bills.
- 29. Such other matters as authorized by law.
- 30. Adjourn.

Tom Sieber, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Administration Committee was held on Tuesday, June 26, 2018 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Sieber, Supervisor Schadewald, Supervisor Kneiszel, Supervisor Vander Leest
Excused: Supervisor Becker
Also Present: Supervisors Lefebvre, Tran; Human Resources Director Kathryn Roellich, Child Support Director Maria Lasecki, Director of Administration Chad Weininger, Technology Services Director August Neverman, Enterprise Systems & Applications Manager Laura Workman, Deputy Corporation Counsel Bree Madison, Treasurer Paul Zeller, news media and other interested parties.

I. Call to Order:

The meeting was called to order by Chairman Tom Sieber at 6:30 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of June 6, 2018 and Joint Admin & Exec of June 14, 2018.

Motion made by Supervisor Vander Leest, seconded by Supervisor Schadewald to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

1. Review minutes of: None.

Comments from the Public None.

Communications

- 2. Communication from Supervisor Moynihan re: As mentioned in 2016, I renew my belief that all Brown County Board Supervisors should utilize the county e-mail system as created by TS. Doing so provides far easier compliance should the supervisor be provided an open records request and must turn over their personal computer and/or files. Therefore, with Administration concurrence and ultimately the full County Board, I request that Corporation Counsel draft an administrative rule/ordinance – “All Brown County business conducted by supervisors shall be done so utilizing county, not personal e-mail, no exceptions.”**

TS Director August Neverman spoke with Moynihan and it overlapped with one supervisor's request to forward county email to personal email. He and Corporation Counsel had already started researching other ordinances and other counties and found two counties that had this as an ordinance for the County Board to use as a sample and we working on it.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to direct staff to continue working on an ordinance related to County Board business on emails. Vote taken. **MOTION CARRIED UNANIMOUSLY**

- 3. Communication from Supervisor Kneiszel: Request the Brown County Department of Technology Services give a presentation on the costs and practical use of IQM2 total media management or similar video meeting archive software. *Referred from June County Board.***
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Kneiszel understood that this won't be ready until August or September. Neverman informed the target was to have the particular company that owned IQM2, which was Granicus, come and present the cost summary and the optional software.

**Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to hold for 30 days.
Vote taken. MOTION CARRIED UNANIMOUSLY**

4. **Communication from Supervisor Gruszynski: That the Brown County Board make a recommendation to the County Treasurer to include the amount of tax payer money being spent on private vouchers to increase transparency on education spending in the county. *Referred from June County Board.***

**Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to hold for one month.
Vote taken. MOTION CARRIED UNANIMOUSLY**

5. **Communication from Supervisor Becker: For Corporation Counsel to review Brown County Ordinance 2.04(3)(D) for constitutionally proper options for invocation if current section is modified, replaced, or removed. *Referred from County Board.***

As mentioned at the board meeting, Supervisor Lefebvre informed she would push for eliminating the invocation and briefly explained her opposition for it. Schadewald informed Becker's communication was the after affect so until it was modified, replaced, or removed there was nothing to talk about and suggested holding for 30 days.

**Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to hold for 30 days.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Resolutions & Ordinances

6. **Resolution to Ratify the Brown County Sheriff's Department Supervisory Employees Labor Association 2017-2019 Labor Agreement.**

Human Resources Director Kathryn Roellich stated this was the contract negotiated and was consistent with what they did with the non-sups earlier this year and will expire Dec 31, 2019. A lot of it was clean up language. This year they moved the Sheriff's patrol from paper timecards to the Kronos system. It will affect 14-15 positions.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

7. **Budget Status Financial Report for May 2018 - Unaudited.**

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

8. **Human Resources Report.**
- a. **Turnover Report for May 2018.**
 - b. **Dept. Vacancies Report as of June 19, 2018.**
 - c. **Health & Dental Reports from M3 (May 2018).**
 - d. **Turnover report with BLS Statistics.**

Roellich informed, specialty pay has been completed and final payment for retro will be done on the next check. There was a question last month about cost and what dollars they had, Roellich provided a handout (attached) showing the best available information she had at the moment and briefly spoke to it. \$249,000 was budgeted for levy for 2018 and they spent \$77,000 so far on the levy only.

Class and Comp, they sent out job summaries and compensable factors to all departments and asked them to review, sign off or provide issues or concerns. The ones signed off were done, the ones with issues, they sat with departments, went on the pay scale website and identified better matches.

They started the new Benefits Advisory Committee; they had a meeting scheduled for Thursday. A number of the items to be discussed were proposed options for health insurance for 2019. They were looking at ways to better manage the plan and provide additional resources to employees.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to suspend the rules to take Items 8 a-d together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file Items 8 a-d. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

9. Budget Status Financial Report for May 2018 – Unaudited.

Child Support Director Maria Lasecki stated they were doing well, she was very pleased.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Departmental Openings Summary.

There was zero attrition for 2018 so far, the only opening they had was a promotion to a supervisor from a frontline staff person.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Director Summary.

Lasecki informed they had been paperless in terms of all the cases that were currently working, that were open. They had a backlog of files that were not yet ready to be destroyed and needed to be held on to. She was pleased to inform those were all paperless now. They were 100 scanned. A huge thank you to August Neverman, Laura Workman and her staff.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Technology Services

12. Budget Status Financial Report for May 2018 - Unaudited.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Budget Adjustment Request (18-75): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Video/Closed Captioning options.

Neverman's recommendation was that at some point they will probably have to do something but it was entirely at the board's discretion, when the public was requesting it and/or when they believed the public needed it. He was in favor of making this stuff as electronic as possible and accessible to

the public as possible but recognized the financial constraints. He gave as many options as possible.

Kneiszel questioned how this factored into the presentation on archiving videos. Neverman stated it was related to but did not solve the FCC compliance issues and he would refer to Corporation Counsel for decisions regarding it. Director of Administration Chad Weininger informed they already looked into it and it didn't comply yet.

Sieber questioned if there was an option for the City of Green Bay, Ashwaubenon, and/or other municipalities to go in together and RFP a service for a lower rate with one vendor. Neverman stated they could try and do that but through competition and demand on the internet there were enough people requesting closed captioning and transcription that they could now get each for a \$1 a minute. He has not found anything lower and didn't believe they would negotiate a contract with the sheer volume they were handling. Weininger stated when NEWEYE was around, they looked at it and it was \$1.

Schadewald suggested forwarding this to Executive to give a feel of cooperation, to pare down what they may be comfortable with and discuss meeting in Room 200 to be able to record standing committees.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to forward the options to the Executive Committee for further consideration. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Resolution Directing County Board Staff to Retain Audio Recordings of Meetings for Seven Years.

Weininger informed that County Board staff already did this. If they wanted to memorialize it, they should put it in resolution format. There was no fiscal as staff already complied with the request. Sieber understood that Linssen wanted to make sure there was something in writing. Sieber suggested adding, 'after the date recorded' after 'for a period of 7 years.'

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Resolution re: Change in Table of Organization for the Technology Services Department Enterprise Web and Social Media Specialist.

Neverman informed this was a position that was shared as part of the Brown County website plan and would overlap if they approved the funding for the closed captioning they would have the same FTE perform that function and it would also handle other web related activities while making the county more accessible. Schadewald wanted it noted for the record there was plenty of work whether they did closed captioning or not.

Enterprise Systems & Applications Manager Laura Workman stated since they started the website, it bloomed into them having ownership, she tried to keep together as best as she could but had departments responsible for their own sites. There was never a central point of authority to get the departments to keep their contents up to date or get rid of erroneous stuff. It was Schadewalds understanding that they had not evolved the management of the website as the technology had evolved and allowed opportunity. This was to manage the website to make it more user friendly, better for constituents, more easily accessible and will provide better quality services to staff and the public. Workman agreed and stated there was a lot more they could be doing. That's why Schadewald encouraged support for this position, because that's what the county needed.

Kneiszel questioned the skills and education requirements of this position. He knew Social Media Specialists that didn't make anywhere near this amount of money. Neverman stated they provided HR a specification sheet and HR came back with the salary and benefits based on skills and expertise. If the person was purely a content manager or just social media, that would have been a stepdown. This position will do site management and basic scripting and coding. They will get a much better

tool that will allow them to control the look and feel of the homepage where before they paid someone to do that. Kneiszel felt those were two completely different things; a person doing social media was not going to be a person programming a website. Neverman stated this role was primarily on the administrative and technical side of the house. They were basically making sure departments had their content up to date or follow up on broken links, etc. Should the policy get approved that they were working on this person would act as the contact manager and could remove things not completely done. There had been no one with that authority or no mechanism to challenge. They were trying to create structure where someone was responsible. Kneiszel found the title misleading and questioned if this was someone with a college degree in computer science and programming experience. Neverman stated programming could vary depending on who you ask; this was programming because they had to know scripting, CSS, HTML and all the terminology and languages even if they were not personally doing that work they had to be able to interact with the vendor. He noted that they did pound two buckets into one position; it should bring in a mid-level, 3-5 years' experience. They worked with HR to make sure it matched what the market standard was, not for the high end or low end. Kneiszel suspected that they may find down the road those two things won't go together and they will need someone on the other end and the pay could be a challenge long term.

Schadewald believed if they hired someone, a year from now the website should be significantly better but suggested after they hire someone get bimonthly reports.

Vander Leest questioned if the funds were budgeted, Neverman responded no, it would be an overage on his account but that way they were doing the chargebacks to levy and non-levy correctly. The hit would occur to the individual departments as the actuals. Weininger interjected that this resolution was not properly before the committee as it did not have a fiscal, which would explain those specifics. The resolution was at the request of this committee. The \$100,000 would create a structural deficit in the 2019 budget and they were already at levy limit. They were required to use a percentage of the \$43,000 out of the general fund or contingency. There was roughly \$160,000 in the contingency fund however; Weininger knew there were a number of requests moving forward.

Kneiszel stated with funds being so limited, he was torn. He felt it was an important decision to make but on the other hand he felt the transparency they needed with the archiving of videos of meetings was as or more important. Neverman stated they had the funding for the website with the budget adjustment and that would get them the tools and infrastructure, server and software. This person would take the site and get content into in a way that was more permanent. If they don't fund the position, they were going to do their best to try to get what they could moved across as cleanly as they could. Weininger informed departments were actually responsible to drive content; some go outside because the current system wasn't very useful. He suggested them looking into everything else they needed like an IT security professional, those were things that should be weighed at one time and not individually. Kneiszel explained his reservations about the combination of duties of these jobs. He will reluctantly support this but wished there was more money to do everything.

Schadewald questioned if there was an option of when they did the software upgrades that they could hire someone to implement those? Neverman informed they were already contracting with them to take the existing website and move it. They were going to try and do some cleanup if they did not get the FTE. He would not recommend the investment of hiring short term employees, he'd rather his employees try to do it when they can because they had the problem where the website was contracted out to several people and now those people were gone and there was no owner. They needed to develop the pages and the site to the point where the public can use it in a way they were not using it today. Schadewald stated the website affected every department in Brown County and every employee's job in some way or form. To him, if they don't start doing something to create greater efficiencies and more accessibly on the website and the technology level they will continue to suffer. If they had more time to do something else because they made it easier on the website, that was productivity and efficiencies. He was willing to take the investment and run with it. It was the best possible plan to help everyone and it worked for the public too.

Siebert informed he was going to vote for it to give Schadewald an opportunity to talk about it on the

board floor but something like this he felt could wait until November budgeting process before they implemented this.

Vander Leest stated he supported what they were doing but wanted to be fiscally responsible.

Motion made by Supervisor Schadewald, seconded by Supervisor Sieber to approve the resolution, to add a fiscal note before it goes to Executive Committee and take the \$43,000 for the share out of the general fund. Vote taken. Nay: Vander Leest. MOTION CARRIED 3 to 1

17. Technology Services Monthly Report.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

18. Budget Status Financial Report for May 2018 - Unaudited.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Oral Corporation Counsel Report. No report, no action.

Department of Administration

20. Budget Status Financial Report for May 2018 – Unaudited.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

21. Budget Adjustment Log.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

22. Director's Report.

Weininger informed they handed out levy limits today and they were at levy capacity. He reminded the committee that the board took a vote to not increase the tax rate.

Responding to Schadewald, Weininger believed the Health and Human Services Department started working on going through all the things the county funded that were not mandated but was never formalized but sooner or later they will get there.

Brief discussions ensued with regard to net new construction and equalized value.

Schadewald stated they needed people to look at how the county operated and figure out where they gain efficiencies and where they could do things better. He felt they needed to continue to have working groups.

Sieber questioned if a report regarding the contingency fund usages, as far as how much was in there could be included in his reports. Weininger informed he will be putting them in all the budget adjustments with the fiscal.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer

23. Budget Status Financial Report for May 2018 - Unaudited.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

24. Discussion and Possible Action re: request from previous owner, Roy F. Bartels, to grant "Preference to Former Owner" per Brown County Code Section 3.06(5)(c) regarding the sale of Parcel Number 6H-1223-2, taken through the In Rem process, with physical address of 2535 West Point Road, Green Bay, WI 54304.

Zeller informed this parcel was by judgement order of Judge Zuidmulder to be titled to Brown County through the In Rem foreclosure process. This parcel was granted 60 additional days to pay on April 11th. At that point he told each property owner that requested the additional time that they had until 4:30pm on June 11th to pay the entire 2014 delinquency. Once that time expired the Judge signed the order. The previous owner did not comply. In this case there were two hearings that took place, one in February and one in April due to Judge Zakowski's calendar.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Melissa Bartels – on behalf of her Mother-in-Law.

Bartels had been making her mother-in-law's payments when they found out about this. After her husband died in 1999 they had been trying to help her. Bartels contacted Zeller a couple weeks ago trying to figure out when she had to get the money in by.

Zeller informed he received an email with no identification, four days after June 11th.

Bartels informed her husband talked to his work and he was able to get a 401k loan to pay all of the taxes, a guaranteed payment, but they needed something in writing to show what it was for. His employer informed that it could take up to 2 weeks.

Zeller informed that they already lost the house, the judgement order was recorded with the Register of Deeds, and Brown County owned the property. He stated statute gave preference to former owner, Roy F. Bartels to repurchase, or his or her heirs may be given such preference in the right to purchase such lands. Whoever the property was passed to, they did not record through probate or any type of action their ownership to the property. They have no idea who had claim to the property. Also, when a Judge signed a foreclosure order it extinguished any mortgages, liens and any type of encumbrances on the property. They would be selling back property to an heir with no mortgage or judgements on the property. He was required to do a title report and there were two mortgages and a legal judgement which was owed to Brown County by Debra Bartels for \$5,096.30. They did not have the power to put a judgement or a mortgage back on to the property. The county would sell it as is.

Bartels informed she didn't know about the mortgages or judgement. Responding to questions, the house was in the family since the 70s, her mother-in-law was still living in the home and they were approved for a loan up to \$50,000.

Deputy Corporation Counsel Bree Madison stated as a starting point they needed to see who the heir was and if it was contested, it would be an issue. There seemed to be a lot of steps that needed to be taken before this could be considered including reopening a judgement with the court and she didn't know if they could guaranteed a position to hand the property back over.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

When asked what the Treasurer's take on it, Zeller stated the Judge was very specific and made note that payment must be made in guaranteed funds, certified check, a bank check, money order, cash, etc. An attempt to pay by electronic check point and pay method of \$1,000 was made in May and it

was a non-sufficient fund check. It was not a permitted payment method and he had to follow the Judge's direction. He felt they weren't taking this seriously. They sent notices out every other month. If they sold the property on the open market, there were owner proceeds possible and the heirs could buy it on their market sale method. The thing he struggled with was if they sell to an heir or authorize the sale, Corporation Counsel had to prepare a quick claim deed in someone's name. He wasn't sure how they were going to determine that. If they bring \$14,954.58, they were whole. Madison stated they wouldn't deed anything until they had proof of legal heir. Zeller informed that Assistant Corporation Counsel Brett Haroldson, who assists with these, stated they can't go back and open up this judgement. The Judge will not permit it; he was already very firm with them about bothering him with post judgements. Madison stated if they already extinguished the other two liens and give back the property, she questioned if they would be liable to those former lien holders. It was a workaround she didn't think they wanted to get in the business of doing.

Schadewald felt they needed to get someone who was an expert legally giving an opinion about heirs and following the state law. He didn't want to break the state law. He felt they didn't have enough info or proper expertise and suggested holding until August. Kneiszel felt the Judge made this decision and the ship had sailed. He didn't feel like he needed to know more and this may be a can of works they shouldn't open. Zeller stated they owned the property and there was an occupant. The county was liable for property and casualty insurance and they are technically a landlord and they had to go through a 28 day notice process which they would do this week. If the occupant chooses not to vacate they had to go to the court commissioner for an eviction. They do notify the lien holders as part of this process and send them the actual foreclosure finding by certified mail just as they did to the owners/representatives.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to suspend the rules to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Responding to several questions from Schadewald, Bartels responded that her son attended the court hearing as she was working; he was told about the 60 days. She understood there was potential for eviction. It was her intent that she would like to avoid that situation and if given the option to get everything in align before the August meeting; her intent would be to follow.

Motion made by Supervisor Kneiszel, seconded by Supervisor Schadewald to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

In response to a potential motion directing the Treasurer to start the eviction process, Zeller informed there was a strict 28 day notice to vacate that could be produced and recorded by Corporation Counsel or a representative of, not the Treasurer. The eviction step was not date certain because they had to get on the court commissioner calendar and the occupant had the ability to appear and contest the eviction.

Sieber felt the first thing they had to do was make sure they could do this and there had to be provisions put on by Corporation Counsel and make sure they weren't liable for the mortgages if they sold it back to the property owners. Schadewald felt they established that whenever a court makes that judgement the mortgages were gone but what they worry about was if they want to send a precedent of allowing someone to buy it back after the mortgage was gone. The question was in their policymaking powers was, did they want to in this case allow them to do something? Now the heard from the Treasurer, he'd leave it to Corporation Counsel to send the 28 day notice, whatever the usual procedure was.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to defer the decision of the property at 2535 West Point Road until the August Administration Committee meeting with the intention that any decision in the affirmative will be completed by the deposit of the appropriate funds by 4:30pm the day following the Administration Committee meeting.

Vander Leest suggesting adding to the motion that if they moved forward that the county be made whole for the taxes and judgement.

Zeller informed the county owned the home and were now responsible for WPS bills, lawn maintenance, etc. and will incur additional costs between now and August. Schadewald didn't mind adding \$1,000 to what they owe them for additional costs. Zeller informed there was over \$1,900 in unpaid water/sewer bills that had been put on the tax bill for 2015, 2016 and 2017 and he had no way of knowing delinquencies for 2018. Zeller calculated a total owed of \$20,051.08 minus the \$1,000. Schadewald didn't want to write the figure now because he didn't want to break state law. Madison believed they may not be able to sell this property below fair market value to the individual asking them to do so. Her recommendation, and she wasn't saying it lightly, would be to not do anything additional on this property and let the judgement stand. It was a quagmire, she was worried about the precedent and there were more than enough opportunities at this point.

Kneiszel took Bartels at her word and he wasn't saying this was a ploy done by the formal property owner but it will happen again as people know this was happening and if for some reason what they were doing was actually forgiving a mortgage or two on a property and turning it back to the people who didn't pay the taxes he had a real ethical worry about that situation. He felt it wasn't his responsibility to do that. He feels for the people in these situations but ethically he can't support it. He felt they needed to do what their professional people and elected Treasurer suggests what they do in this situation. When someone was given 3-4 years to take care of situations like this, there were property owners in Brown County who paid their taxes every year and don't get into this kind of situation even when things are bad. He didn't want to come off as harsh but in this situation all the steps had been taken and the Judge made the decision and he won't support any further delay.

If they don't do anything, they will send the 28 day notice out, then the Sheriff's Department would go out on the 1st of August to check to see if the occupant had vacated and if not they go through the other process. They would have a locksmith secure the property, cut the grass, switch utilities in Brown County's name and proceed to a sale. If they decide not to do anything tonight, if at any time in July Ms. Bartels brings a check, paperwork, etc. Most likely they will not have sold it by the August meeting. Bartels would have to request to have the item added to the agenda. All the legal things would have to be answered and figured out.

Schadewald withdrew his motion with the understanding that Kneiszel made some good points and he understood this put a lot of pressure but they had also given lots of opportunities. It was a lot of money, \$25,000, her mother in law could use in other ways or they could use for living expenses or other living arrangements, there were all kinds of opportunities in life. To get a package or proposal together, to get things organized such that they don't have this quandary about a mortgage, etc. They talked about this enough and everyone knew what could or couldn't be done and it allowed the Treasurer to proceed in a normal course of events.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

25. CLOSED SESSION:

- a. **Open Session:** Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating options regarding the sale of tax deed parcels, in particular regarding the potential sale of Brown County owned Parcels:

7-240 at 1001-1005 Day St. in the City of Green Bay

1-925 at 1305 S. Chestnut Ave. in the City of Green Bay

1-1346 at 1605 Eleventh Ave. in the City of Green Bay

SU-246-1 at 3695 N Lakeview Dr. in the Village of Suamico

HB-2830 at 1451 Navigator Way in the Village of Hobart

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to. Vote taken.
MOTION CARRIED UNANIMOUSLY

- b. **Convene into Closed Session:** Pursuant to Wis. Stats. Sec. 19.85(l)(g), the Brown County Board of Supervisors Administrative Committee shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating options regarding the sale of tax deed parcels, in particular regarding the potential sale of Brown County owned Parcel 7-240 at 1001-1005 Day St. in the City of Green Bay.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to return to regular order of business. Vote taken. **MOTION CARRIED UNANIMOUSLY**

- c. **Reconvene into Open Session:** The Brown County Board of Supervisors Administrative Committee shall reconvene into open session for possible voting and/or other action regarding the sale of tax deed parcels, in particular regarding the potential sale of Brown County owned Parcel. 7-240 at 1001-1005 Day St. in the City of Green Bay

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Other

26. Audit of bills.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to acknowledge the receipt of the bills. Vote taken. **MOTION CARRIED UNANIMOUSLY**

27. Such other matters as authorized by law.

28. Adjourn.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to adjourn at 9:30 p.m. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia A. Loehlein
Transcriptionist – Administrative Coordinator

**PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a special meeting of the Brown County Administration Committee was held on Wednesday, July 18, 2018 in Room 207, City Hall, 100 North Jefferson St, Green Bay, WI

Present: Vice Chair Kneiszel, Supervisor Vander Leest, Supervisor Becker, Supervisor Schadewald
Also Present: Supervisors Borchardt and Landwehr, Treasurer Paul Zeller

I. Call to Order:

The meeting was called to order by Vice Chair Kneiszel at 6:45 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Schadewald, seconded by Supervisor Becker to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public. None.

Treasurer

1. Discussion and possible action on the sale of the following tax deed parcels (Auction results of July 10, 2018 attached and to be passed out to Supervisors at meeting):

Parcel L-588 on Wisconsin Street in the Town of Lawrence – High bid \$ 5,000 & Parcel SU-246-1 at 3695 N. Lakeview Dr. in the Village of Suamico – High bid \$ 39,000.

Treasurer Paul Zeller informed these parcels both received bids that exceeded the minimum bid and he recommends approval. On the first attempt to sell, the minimum has to be the appraised value based on market sales and other conditions of the property. The minimum bid for the Lawrence property was from the neighbor in the amount of \$5,000. They sent out notices to 17 adjacent properties so all neighbors were aware of this which should have generated some competition, but did not. The County is due four years of delinquent taxes of \$638.50 along with \$208.62 for interest and penalties.

With regard to the Suamico parcel, there is a mobile home on that property and the delinquent taxes are \$3,131 along with interest and penalties of \$1,000.

Motion made by Supervisor Becker, seconded by Supervisor Schadewald to approve sale of both parcels. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Other

2. Such other matters as authorized by law. None.

3. Adjourn.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to adjourn at 6:50 pm. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Therese Giannunzio
Administrative Specialist

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MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, May 21, 2018, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 310
Green Bay, WI 54301

MEMBERS PRESENT: Corday Goddard – Interim Chair, Tom Diedrick, Ann Hartman and John Fenner

ABSENT: Sup. Andy Nicholson

OTHERS PRESENT: Robyn Hallet, Cheryl Renier-Wigg, Stephanie Schmutzer, Matt Roberts, Kelly Runge, Johanna Wicklund, David Vander Bloomen, Dave Pietenpol, Jayme Valentine, Wayne Micksch, Pearl Webster, Sandy Dennett, Darlene Fink, Keith Pamperin and John Heugel

APPROVAL OF MINUTES:

1. Approval of the minutes from the April 16, 2018, meeting of the Brown County Housing Authority.

A motion was made by A. Hartman, seconded by J. Fenner to approve the minutes from the April 16, 2018, meeting of the Brown County Housing Authority. Motion carried.

ELECTION OF CHAIR, AND IF NECESSARY, VICE-CHAIR OF BCHA:

R. Hallet asked for nominations for Chair of the BCHA. J. Fenner nominated C. Goddard for Chair. T. Diedrick seconded the nomination. R. Hallet then asked two more times if there were any other nominations for Chair of the BCHA. Motion carried.

C. Goddard then asked if there were any nominations for Vice-Chair of the BCHA. J. Fenner nominated T. Diedrick for Vice-Chair. A. Hartman seconded the nomination. C. Goddard then asked two more times if there were any other nominations for Vice-Chair of the BCHA. Motion carried.

COMMUNICATIONS:

2. Communication from Corporation Counsel regarding last month's BCHA referrals.

R. Hallet reminded the Authority of the two referrals that were sent over to Corporation Council regarding the legality of having separate waiting lists and if waiting lists can be established for separate projects. Corporation Council has confirmed that these are both permissible and HUD PIH notice 2013-15 in fact gives guidance to housing authorities on housing individuals and families experiencing homelessness.

T. Diedrick confirmed with R. Hallet that they may create special criteria for the waiting list but must incorporate the general criteria associated with the HCV. R. Hallet stated that was correct.

A motion was made by A. Hartman, seconded by J. Fenner to receive and place on file the communication from Corporation Counsel regarding last month's BCHA referrals. Motion carried.

BCHA Members and staff introduced themselves to ICS Board member Kelly Runge at the meeting.

R. Hallet added a late communication. A letter was received from HUD regarding the 2017 SEMAP, Section 8 Management Assessment Program, score. R. Hallet said BCHA received a score of 100 percent, which is the score they had anticipated and submitted earlier. This scores them as a high performer. The Authority congratulated ICS on a job well-done.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:

A. Preliminary Applications

For the month of April there were 91 preliminary applications.

B. Unit Count

The unit count for April was 2,890.

C. Housing Assistance Payments Expenses

The April HAP expense totaled \$1,312,270.

D. Housing Quality Standard Inspection Compliance

Out of the 347 inspections conducted for April, 157 passed initial inspection, 58 passed reinspection, 105 failed and 27 were no shows.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

In April, there were 372 port outs with an associated housing assistance payment expense of \$329,740. ICS was overspent by \$3,518.65 (due to their annual audit) and the Family Self Sufficiency program was overspent by \$54.16.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts and homeownership)

There were 68 active FSS clients, with 37 participants in level one, 21 participants in level two, two participants in level three and eight participants in level four. There were two new contracts signed, one FSS graduate and 39 active escrow accounts. M. Roberts shared an FSS success story. Also, there are 45 active homeowners.

G. VASH Reports (new VASH and active VASH)

There was one new VASH clients in April for a total of 30 active VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

There were five new investigations assigned; 17 active investigations, and four investigations were closed. There were 105 new applications processed for background checks, which one was denied. For the breakdown of investigations by municipality, most were located in Green Bay, followed by De Pere. For the breakdown of fraud investigations by municipality, most were located in Green Bay followed by Howard, De Pere and Oneida.

4. Report on data regarding use of Brown County homeless and housing services.

R. Hallet stated some research was done to gather some data regarding last month's discussion of where people who receive homeless and housing services are coming from. R. Hallet

presented information from United Way of Brown County. She stated this information is provided by the facilities the United Way provides funding to. This information, broken down by zip codes, represents the persons' last known permanent address. She pointed out the highest percentages, a total of 87.1 percent, came from City of Green Bay zip codes. Information gathered from St. John's Homeless Shelter showed that 84 percent of their population was from Wisconsin. This included 67 percent are from Brown County with 95 percent being from Green Bay. Golden House also provided additional information: 93 percent of all clients are from Brown County with 89 percent of their shelter residents being from Brown County. Also, EPH provided information regarding their 19 families which includes; 79 percent or 15 families are long-term Green Bay families, 11 percent or 2 families fleeing domestic violence, one family or five percent had a support system in Green Bay and the 1 family, five percent, came to Green Bay due to the women's services.

Other information included HMIS Origin/Exit of Green Bay clients, which shows where people are coming from or going to when they receive shelter services within Wisconsin. 87 percent of clients currently receiving services in Brown County were first served in Brown County. R. Hallet clarified that the HMIS data is only for the State of Wisconsin and does not show moves to or from areas outside of Wisconsin. However, the "unknown" zip codes from the United Way data could indicate someone who may be from out of state.

C. Goddard asked Commissioners what other data would be helpful to have to do the work they are here to do. A. Hartman stated it would be nice to know where people are coming from if they are not from Wisconsin. She stated from her experience, people are coming up from Chicago. C. Goddard asked if the out of state data exists. R. Hallet stated that she would ask United Way as well as St. Johns Shelter. A. Hartman stated it would be nice to know how long some of these people have been needing help. It was asked if anyone has done a study. R. Hallet stated she is not aware of one.

J. Fenner asked A. Hartman where her information is coming from. She stated that from where she lives and her experience in working with the neighborhood kids, they are not natives of Wisconsin and many of them are coming from Chicago for housing benefits and better schools. T. Diedrick stated that this data to prove that 86 percent are from Brown County and cautioned it would not be worth the time to gather more data for the small population in question. A. Hartman then stated that it could be that many of these people may not be getting housing services here, but are "stealing and dealing" to stay here. J. Fenner stated that was an inappropriate comment. A. Hartman clarified that her point is that many of the people coming here may not actually get involved in the services, but they are in the underground. J. Fenner stated that they don't know that and there are no facts or figures to back that up. C. Goddard stated that was his point; can they find data, if it exists, so they can do what they need to do. J. Fenner asked if ICS has any information or if they can get some information. M. Roberts stated that he will see what they can do. C. Goddard then asked R. Hallet if the Brown County Homeless and Housing Coalition had any data. R. Hallet stated they use the HMIS data, which is the data that was presented today. She stated she would also ask to see if anyone else has any other data available.

R. Hallet shared that in August – October 2010, there was a survey attached to ICS applications which asked for such data and 433 surveys were collected. Information collected included if they currently live in Brown County and how long, have they lived in Brown County previously, why did they leave, where did they move from and other demographic information. Thirty-seven percent indicated they resided in Brown County for 10+ years; Eight percent stated they lived in Brown County for six to nine years, 14 percent said one to five years and 32 percent for less

than one year. There were 66 individuals that indicated they were coming from a location out of state, other than Chicago or Minneapolis.

A motion was made by A. Hartman, seconded by J. Fenner to receive and place on file data regarding use of Brown County homeless and housing services. Motion carried

5. Report from Sup. Andy Nicholson regarding the special Advisory Committee to investigate the impact of proposed changes in Chapter 17.

This item will be held until A. Nicholson arrives to the meeting.

OLD BUSINESS:

6. Consideration with possible action on approval to changes to Chapter 17 (Project Based Vouchers) of the Administrative Plan.

R. Hallet stated this is what the Advisory Committee met to discuss and suggested this discussion be postponed until Item #5 is discussed. J. Fenner stated that Item #6 can be discussed as it is not bound by Item #5. C. Goddard stated they will vote on this item today; however, he would like to wait and see if A. Nicholson shows up for the meeting. For the time being they will move forward with the agenda and discuss Items #5 and #6 towards the end.

7. Consideration with possible action on Request for Proposals for Public Service Funds from the BCHA.

R. Hallet went through the revisions made to the Public Service RFP, as were suggested at the last meeting. She asked the Authority if there were any other changes they would like to make. None were suggested.

A motion was made by J. Fenner, seconded by T. Diedrick to approve the Request for Proposals for Public Service Funds from the BCHA. Motion carried.

The Authority returned to Item #6.

6. Consideration with possible action on approval to changes to Chapter 17 (Project Based Vouchers) of the Administrative Plan.

R. Hallet stated this change will allow for a separate waiting list for EPH's project based units with the criteria that homeless families that are exiting shelter or transitional housing and must be referred by a local shelter or transitional housing program.

T. Diedrick stated he attended the Subcommittee meeting and summarized that after a lot of discussion, it was agreed upon that this was appropriate and should be allowed.

J. Fenner questioned the formation of the Subcommittee. He stated there was no proposal from any Authority members to form a subcommittee. C. Goddard stated that A. Nicholson sent forward a series of requests to convene this group among other requests. C. Renier-Wigg stated that A. Nicholson did ask for volunteers at the previous BCHA meeting. A discussion continued regarding what A. Nicholson had stated regarding creating the subcommittee. J. Fenner stated that when he voted on the motion, he voted on the fact that A. Nicholson was going to just "speak" to other representatives and not create a subcommittee.

C. Goddard stated that any group can get together and provide comments and suggestions to this body for decision making policies. J. Fenner stated that he would have an issue if the subcommittee continues. C. Goddard stated the subcommittee decided it was just for the one meeting.

A motion was made by J. Fenner, seconded by T. Diedrick to approve changes to Chapter 17 (Project Based Vouchers) of the Administrative Plan. Motion carried.

A discussion then continued regarding the subcommittee. C. Renier-Wigg stated that the meeting in question was the only meeting. J. Fenner commented that there was nothing stating that the subcommittee was dissolved, just that no other meetings were scheduled. T. Diedrick stated that he did ask if there was going to be any other meeting regarding this subcommittee and the answer was no.

A motion was made by J. Fenner, seconded by T. Diedrick to dissolve the subcommittee.

R. Hallet stated she did discuss this with Attorney Hemery from Brown County Corporation Council. She shared with him the verbatim minutes from the discussion and from that Attorney Hemery agreed that it was unclear what was being voted on. Some people were under the assumption that the vote was for the approval to put Chapter 17 on the next agenda while others thought they were voting on forming an advisory committee. There were references to both in the discussion. He advised that going forward that an Authority member should repeat the motion and be very clear as to what the motion is, not using words such as "this" or "that".

C. Goddard stated that there is a motion on the floor to dissolve the BCHA Project Based Voucher Advisory Subcommittee and seconded.

A discussion continued regarding the subcommittee meeting and whether or not it was actually a BCHA subcommittee. R. Hallet stated that A. Nicholson asked Corporation Council about guidelines for creating a subcommittee and that Corporation Council put together a sample agenda which was modified and used for the meeting.

Motion carried.

NEW BUSINESS:

8. Consideration with possible action on approval of Passbook Savings Rate.

R. Hallet stated that the Passbook Savings Rate is used in calculating how much rent participants in the HCV program might receive. It affects families that have assets in excess of \$5,000. The actual interest earned on the assets is compared to a percentage of the value of assets based on the current Passbook Savings Rate. The greater of the two is then added to their annual income. HUD required that PHAs establish a Passbook Savings Rate based on the savings national rate. Our Passbook Savings Rate can be within 75 basis points of the savings national rate. The savings national rate is currently at .07 percent, therefore they can go as low as zero or as high as .82 percent. They have had it at zero for past several years and that is what they are recommending for today.

J. Fenner asked if there was any advantage to changing the Passbook Savings Rate. R. Hallet stated it could lead to higher rent for the tenant as more potential asset income would be counted in the person's income.

A motion was made by T. Diedrick, seconded by A. Hartman to approve the Passbook Savings Rate of zero percent. Motion carried. (3-0) (Abstained – J. Fenner)

9. Consideration with possible action on opportunity for Family Unification Program Vouchers and Mainstream Vouchers.

R. Hallet stated this is a very unique opportunity for PHAs to apply for two different kinds of vouchers through HUD. One is the Family Unification Programs (FUP). This voucher works the same as HCV, except it is for families whose children are in foster care due to lack of adequate housing and for youth aging out of foster care who are homeless or at risk for homelessness. R. Hallet stated these youths are a group they have talked about in the past for whom there are very few services.

The second opportunity is for Mainstream vouchers, which are available for non-elderly persons with disabilities who are transitioning out of an institutional setting or are at risk for institutionalization or are homeless or at risk of homelessness.

R. Hallet stated there are a maximum and minimum number of vouchers for each. For the FUP program, the minimum is five and the maximum for our housing authority size is 100. For the Mainstream vouchers, HUD only states a dollar amount. Based on our per unit cost for the vouchers, it would be a minimum of 125 and maximum of 833. The application deadline for FUP is July 24, 2018 and the Mainstream voucher is due June 18, 2018.

A. Hartman asked if these are additional vouchers or converting vouchers we already have into these vouchers. R. Hallet stated that they would be additional to what they already have. J. Fenner asked if this was a way for these groups to receive vouchers as they cannot get traditional vouchers. R. Hallet stated that they potentially could receive a voucher traditionally; however, it just makes these vouchers available specifically for these populations. J. Fenner then asked if it would make it easier for this population to receive a voucher. R. Hallet stated that the participants for Mainstream vouchers are selected from the general waiting list and then a determination would be made if they are eligible for a Mainstream voucher. For the FUP, they need to be referred from the Public Child Welfare Agency, but there is no information indicating that there would be a separate waiting list. C. Renier-Wigg suggested that it should be added to the motion that a separate waiting can be added if changes need to be made.

R. Hallet stated that they have not yet determined the number of vouchers for each of the vouchers. At this point they still need to determine what the level of need is to determine the number of vouchers they would need to apply for.

A motion was made by T. Diedrick, seconded by J. Fenner to approve applications for Family Unification Program Vouchers and Mainstream Vouchers.

T. Diedrick asked if they need to decide now how many vouchers to apply for. R. Hallet stated they don't have the information available right now to make that decision. She stated she has been in contact with service providers for both categories and are working on the number of vouchers needed. J. Fenner asked if this can be determined after they apply. R. Hallet stated that the number of vouchers is part of the application process and will be needed. J. Fenner asked if their recommendation is to go with this amount. R. Hallet stated her recommendation is to permit approval to apply and the number will be based on what they determine the need will be. A. Hartman asked if she had any idea of what that number would be. R. Hallet stated that

for the Mainstream vouchers they have not found a number yet and for the FUP vouchers it could be around 50. T. Diedrick stated for the Mainstream vouchers it could be in the area of 150-200 vouchers. A discussion continued regarding the number of vouchers. Information included the cost per unit, size of other Authorities, max amount and the amount that HUD is funding.

A. Hartman stated she would be uncomfortable with anything over 150 vouchers. J. Fenner stated he would like to set the Mainstream at 250. R. Hallet stated she would like to see the number determined based on data they can find from service providers.

A. Hartman stated she would not be happy if they applied for 250-300 vouchers. R. Hallet asked how she would feel if data showed that that many was needed. A. Hartman stated that she would want to see the data and why they chose the numbers they did for the application.

A motion was made by J. Fenner seconded by A. Hartman to open the floor for public comments. Motion carried

Keith Pamperin – K. Pamperin is here on behalf of a new Brown County Disabilities Advocacy Coalition. He found out these vouchers were available and wanted to support this opportunity. He suggested one way around the missing data for voucher numbers is to authorize up to a certain number of vouchers for each category, for example 100, and let R. Hallet figure out what the community needs are. This gives the comfort of knowing there won't be any more than the authorized number of vouchers.

C. Renier-Wigg stated that if they come upon data they shows their numbers are really off, then a special meeting would be warranted for the Mainstream. She concurred with K. Pamperin's suggestion.

The Authority was in agreement.

J. Fenner amended his motion to add a total of 200 voucher, 100 for each category, and adding a special meeting if concrete data comes back for a higher number of vouchers needed.

K. Pamperin then suggested to the Authority that they should review if their preferences target for these two groups for these vouchers as well as having separate waiting lists.

John Heugel – J. Heugel stated he is working with K. Pamperin on the Brown County Disabilities Advocacy Coalition. He stated he knows there is a need for these vouchers and encourages the PHA to apply for them.

C. Goddard then reiterated the motion made by J. Fenner: to apply for the vouchers with a guideline of up to 200 vouchers total, unless the data tells us otherwise, which will lead to a special meeting to discuss the information.

Motion carried.

A motion was made by J. Fenner, seconded by A. Hartman to close the floor and return to regular order of business. Motion carried.

BILLS AND FINANCIAL REPORT:

10. Consideration with possible action on acceptance of BCHA bills.

A motion was made by T. Diedrick, seconded by A. Hartman to accept the BCHA bills. Motion carried.

11. Consideration with possible action on acceptance of the BCHA financial report.

A. Hartman asked how much money they get back from fraud investigations. S. Schmutzer stated that number, through the end of April, is \$33,000 for HAP and about \$33,000 for Admin. A. Hartman asked if they expect that number to increase. S. Schmutzer stated a small increase could occur around June 15th, which is the extension deadline for filing people to taxes.

A motion was made by A. Hartman, seconded by T. Diedrick to accept the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

12. Conflict of Interest Waiver.

R. Hallet informed Authority members of the Conflict of Interest waivers. She explained the forms to Authority members and asked them to sign and indicate if they have any interest in rental property in Brown County.

13. Date of next meeting: June 18, 2018.

A. Hartman stated she will not be attending the June 18, 2018, meeting.

A motion was made by A. Hartman, seconded by J. Fenner to adjourn at 5:21 p.m. Motion carried.

jd:rh

SPECIAL MEETING

AGENDA BROWN COUNTY HOUSING AUTHORITY Monday, June 25, 2018, 8:00 a.m. City Hall, 100 N. Jefferson Street, Room 310 Green Bay, WI 54301

MEMBERS PRESENT: Corday Goddard –Chair, Tom Diedrick and John Fenner

MEMBERS EXCUSED: Ann Hartman

ABSENT: Sup. Andy Nicholson

OTHERS PRESENT: Robyn Hallet, Cheryl Renier-Wigg, Stephanie Schmutzer and Jonathan Ehlke (via Phone)

NEW BUSINESS:

1. Consideration with possible action on a request from TWG Development for financial support for a housing project, Broadway Lofts.

J. Ehlke thanked the Authority for meeting with him regarding the Broadway Loft projects and explained the purpose of the meeting is to request funding approval. He presented background information about TWG Development. He informed the Authority that TWG has an in-house construction and management company which gives them control of every aspect of this development from concept to construction. Additional information shared included when the company started, the number of units constructed and the economic impact they have on communities.

J. Ehlke then went into details regarding the Broadway Lofts projects. This parcel of land is on the old Larsen Green property and is now called the Railyard. He stated TWG's target is affordable housing for the workforce, for which there is a great demand now in our community, especially in downtown... He explained there will be on-site management of the property and the construction will take approximately one year and will create 120 temporary positions for construction workers. There will be 107 1, 2, and 3 bedroom unit apartments; 14 townhouses (3-bedroom 2 bathrooms) and one four story building along Broadway with 93 1, 2 and 3-bedroom apartments units. They will be serving a wide array of affordable housing, along with some higher income earners. He broke down who they will be serving in the area and the types of jobs they the tenants will likely have, which will be for those who work for the community and for everyday people in the community who cannot afford the average rent in Green Bay.

He gave an overview of funding sources for the project. At present, they have just over \$19 million for the project. The majority of the funding is coming from the Low Income Housing Tax Credit equity and a substantial amount as a deferred development fee that will cover the gap. They received a loan from Green Bay Housing Authority (GBHA) in the amount of \$530,000 at 1.5 percent for 35 years and the Redevelopment Authority (RDA) has also awarded HOME Funds in the amount of \$100,000. RDA also approved the TIF for the project. At this time they would like to request \$150,000 from the BCHA to make this project work.

J. Ehlke went into details regarding the project, including the layout of the apartments and townhomes, where they will be placed, parking and elevation.

He then went through the project schedule. Hoping for the awarding of funds from WHEDA in August, construction will begin then in the spring of 2019, with a 14 to 15 month construction period. A completion date for the completed buildings would be in July of 2020.

T. Diedrick asked J. Ehlke to explain to C. Goddard the information that was talked about on June 21, 2018, regarding accessibility. J. Ehlke stated that 40 percent of the apartments will have a roll-in shower, 100 percent will have lever handles on doors and sinks. He stated he is looking for feedback on the minimum door size and as of now, every door is 32 inches in width and all the accessible apartments have 36 inch doors. They are committed to accessibility. The only question they have is what percentage of units will have 36 inch door versus 32 inch doors. He will get the information for the Authority as soon as he can.

. C. Goddard asked how or if this development impacts the concentration of poverty in that particular area of town. J. Ehlke stated he doesn't think there is a concentration of poverty, but rather a concentration of affordable workforce housing. C. Renier-Wigg stated that one of the issues that came up was that there was a fear there wouldn't be enough lower-income housing for those making less than 30 percent of AMI. Members of the GBHA were looking for more transitional housing from shelter and work your way up. They feel that there is a way for the lower- income families to be served in this project. T. Diedrick stated that TWG will also accept Housing Choice Vouchers.

C. Goddard asked J. Ehlke if they didn't approve this, would their project be dead. J. Ehlke responded essentially yes because the project is very tight.

J. Fenner asked if there are no longer the specific guidelines, as they had discussed last year about the Broadway Lofts, regarding homelessness, transitional housing and working with NEW Community Shelter. J. Ehlke stated that was correct. C. Goddard asked if there was anything prohibiting that from happening. J. Elke stated no. He stated last year they went for the nine percent allocation of tax credit, but did not receive that funding, which would have allowed for a much higher percentage of to be funded via tax credit. Without the funding, there is no longer a need for additional requirements on the project such as housing for homeless or working with a local shelter. Those types of arrangements are very costly, so they had to remove them to make the project work financially. The opportunity they have is to permit the use vouchers if applicants are referred from a shelter. He stated it's not a requirement on the front end, but they are willing to work it from the back end by working with NEW Community Shelter.

There was discussion about the BCHA commitment last time, which was only for eight Project Based Vouchers; there was no grant or loan committed by BCHA last time.

T. Diedrick asked if the money can be provided as a grant of \$75,000 and a loan for \$75,000 with the same terms as the GBHA. J. Ehlke responded affirmatively. T. Diedrick then asked since it is less money, if they could look a loan of 15 years versus 35 years. J. Ehlke stated they would be willing to work with that. He stated he likes the fact that they would be recycling money back into the Authority so it could be used for another worthy project down the line.

A motion was made by T. Diedrick, seconded by J. Fenner to approve the \$150,000 request of TWG to be given in a grant of \$75,000 and \$75,000 in the form of a 1.5 percent loan payable over 15 years. Motion carried.

A motion was made by J. Fenner, seconded by T. Diedrick to adjourn 8:44 a.m.

JD: RAH

MINUTES
BROWN COUNTY HOUSING AUTHORITY
PROJECT BASED VOUCHER ADVISORY SUB-COMMITTEE
Friday, May 18, 2018, 4:15 PM
City Hall, 100 N Jefferson Street, Room 310
Green Bay, WI 54301

Members: Andy Nicholson, Chris Wery, Tom Diedrick and Pat Buckley

Members Excused: Tom Siebert

Members Absent: Tom De Wane

Others Present: Cheryl Renier-Wigg, Robyn Hallet, Dave Pietenpol, Noel Halvorsen, Rob Miller, Sue Mills

1. Call to order.

A. Nicholson called the BCHA Project Based Voucher Advisory Subcommittee meeting to order.

2. Opening Roll call.

Members Present: Andy Nicholson, Chris Wery, Tom Diedrick and Pat Buckley

3. Election of Officers.

A motion was made by C. Wery, seconded by P. Buckley to nominate A. Nicholson as Chair of this sub-committee. Motion carried.

4. Adoption of agenda.

A motion was made by C. Wery and seconded by P. Buckley to adopt the agenda. Motion carried.

5. Discussion and possible recommendation(s) to make to the Brown County Housing Authority regarding the impact of proposed changes to Chapter 17 of the BCHA Administrative Plan, regarding establishment and management of separate waiting lists for individual projects or buildings that receive Project Based Voucher assistance.

A motion was made by C. Wery, seconded by P. Buckley to open the floor for public comments. Motion carried.

A. Nicholson asked to hear the goals and plans. D. Pietenpol of Ecumenical Partnership for Housing (EPH) explained EPH's plan to the subcommittee. He explained to members what EPH is and the history of EPH. Their main goals are transitional housing and long-term housing. He stated they are finding that families that are ready to leave transitional housing cannot afford rent as rent in the Brown County area is extremely high. They would now like to apply for PBVs for some of these families. If the family qualifies for a PBV, it gives them the opportunity to work their way up to the full market rate. The reason they are requesting a separate waiting list is because their mission is working with families that are coming out of shelters or transitional housing. If they had PBVs that were available to the community in general and had to pull from that list, they would be digressing from why they exist and why they are a non-profit. They would

prefer to only pull families that are being referred from shelters or from transitional housing. He then went through who they serve, which included families making less than 50 percent of median income, must be employed, pass a criminal background check and no evictions due to destruction of property. This is a way for a family to move from homelessness to long-term or permanent self-sufficiency.

C. Renier-Wigg confirmed that the BCHA has already approved the PBV for EPH and that EPH is going to purchase new properties outside of the City of Green Bay. D. Pietsenpol stated that was correct. And now a change is needed to Chapter 17 of the Administrative Plan to allow for a separate waiting list to be created.

R. Miller asked D. Pietsenpol what their definition of a family is. D. Pietsenpol stated that it is a parent or grandparent with a minor child or a child under the age of 18 years. They have places throughout Green Bay and also outside of the City of Green Bay as well. These PBVs would be for outside of the City of Green Bay and will be purchasing properties. R. Miller stated their definition of a family may not be same as that of the City's ordinance. R. Hallet stated that the HUD definition of a family is very broad, as one person can be considered as a family for both the HCV and public housing programs. However, as far as the PBV, HUD does allow a waiting list to be created based on specific residency criteria. If an organization wanted to identify a specific population they would like to serve, it could be narrowed down for that specific waiting list. R. Miller expressed concern about discrimination based on the definition of a family. D. Pietsenpol stated they do not discriminate by sex; for example if there were two males and a child that is still considered a family. R. Hallet stated that the PBV program is an equal opportunity housing program and fair housing requirements are included in the RFP. EPH as well as any other PBV owners need to follow fair housing laws.

P. Buckley asked what would happen if a family, after placement, no longer have any income. D. Pietsenpol stated they have case managers who will be working with the families to encourage compliance; but, if a family stops working or refuses to work they will be evicted. However, they will first work with the family as long as they can and give them resources along the way. Families are given many changes before they would be evicted.

P. Buckley asked how many places they have now. D. Pietsenpol stated they have 20 transitional families today, and working with 11 long-term supportive housing families in which four families they are leasing through a local landlord and seven are through properties EPH owns. It was asked if they are tracking success/failure rate. EPH does track this information. R. Hallet stated that with PBV, there is no requirement for case management. However, EPH will be doing their own tracking. P. Buckley wanted to know how this will be monitored to make sure that the PBVs are being used as they should and it would be nice to hear feedback. D. Pietsenpol stated that he would be more than happy to report back to this committee or the BCHA on an annual basis. R. Hallet stated that they can start reporting on both the HCV and PBV programs.

T. Diedrick clarified with P. Buckley that his main concern is that monies are not being used properly. If the individual/family are not meeting the criteria established by EPH, they will be let go from the program. If they are let go, they are then out of the voucher system. P. Buckley stated that was correct and also wanted to know the success/failure rate of the program. T. Diedrick stated that you can't put criteria on one program and not on another.

C. Wery asked D. Pietsenpol if the program is already in place. D. Pietsenpol stated that this portion of the program has been running for about 4 to 5 years for the 11 locations. He then asked D. Pietsenpol how many families have they helped. D. Pietsenpol stated about 15 families.

He stated the reason this number is higher than the 11 is that they started out by working with local landlords. He stated that every family they have worked with has not returned to homelessness. They have had two families that have not done well with the program to date. One due to refusal to work and the other was drug related. They have a zero tolerance level for drug abuse. He then gave an example of a family that has gone through the program from homelessness to homeownership.

It was asked what the income limit is for the vouchers. R. Hallet stated it is up to 80 percent of the County median income, but clarified that when they get above 50 percent, they generally have sufficient income and they no longer qualify for a Housing Assistance Payment. A conversation continued regarding the voucher system and the increased amount of rent paid by families.

R. Miller asked what will happen if EPH sells the property. R. Hallet stated the contract will then end with EPH and they will lose the voucher. If the new owner wanted a PBV, they would have to go through the whole process with BCHA. R. Hallet stated that the intention of the PBV program is the deconcentrate poverty. She also stated that HUD limits how many vouchers a housing authority can project base, which caps out at the higher of 20 percent of the vouchers or 20 percent of the budget authority. She stated but the BCHA is at approximately 10 – 13 percent. These PBVs are taken out of the general HCV program and are not additional vouchers.

A. Nicholson asked if EPH has looked outside of Brown County. D. Pietsenpol stated that they consider themselves a Green Bay non-profit Organization and that their referrals come from the community. Furthermore, there are other agencies that work outside of the Brown County area like NEWCAP.

D. Pietsenpol added that when the Golden House refers a family into their long-term supportive housing, the case management comes along with the family. They will continue to have the same case manager throughout the program. A. Nicholson asked why they let the families stay as long as they want and why EPH wouldn't want to help the families get off the system on their own. D. Pietsenpol stated that if they are making over 50 percent of the median income, they generally no longer qualify for assistance. It is at that point they encourage them to either purchase a home or rent elsewhere so that EPH's home may be made available to another family.

R. Miller asked D. Pietsenpol if this is being done nationwide. D. Pietsenpol stated that he is not aware of any programs like this nationwide. R. Miller then asked about the idea that people purposely become homeless to get onto this waiting list. D. Pietsenpol stated that he has never heard of families become homeless intentionally. D. Pietsenpol reiterated that families cannot apply directly to them; they only take families that are referred from shelter or transitional housing. This then opens slots in those programs for other families.

C. Wery asked how many vouchers are available. R. Hallet stated that in Brown County there are 3,411 vouchers; however, they can only spend up to their budget authority which currently allows for a total of 2,936 tenant and project based vouchers. There are currently 333 project based vouchers. EPH has been approved for 4 but are looking for 12 in total after they purchase additional homes. R. Hallet gave a breakdown of the Project Based Vouchers in Brown County by owner. The 12 vouchers EPH is applying for will be located outside of Green Bay and BCHA must approve the location of the properties.

A conversation ensued between A. Nicholson and D. Pietenpol regarding transitional housing and the locations of EPHs current transitional housing. D. Pietenpol stated that there is such a demand for transitional housing and the area is having trouble keeping up with the requests. A. Nicholson asked if the families are from the area. D. Pietenpol stated yes, that 80 percent of the families are long-time residents of the Green Bay area. A. Nicholson questioned the number of "long-term residents" staying in the shelters.

R. Hallet explained that she has been gathering data regarding place of origin of local homeless residents. She shared data from the Brown County United Way indicating that the vast majority of homeless individuals and families report a Brown County zip code for their previous permanent address.

A. Nicholson stated that he has a hard time believing that a majority of the people are from Brown County, due to his past experience.

P. Buckley asked if all the PBV owners have the same criteria for accepting people into their program. R. Hallet stated that they can set specific resident criteria and if they don't set any then it would be based on the general HCV criteria.

R. Miller asked D. Pietenpol if the families are required to work with their case managers. D. Pietenpol stated that a HCV does not require case management; however, EPH has built case management as a requirement into their lease. This would mean they work with individuals to set goals and work to achieve those goals. R. Miller asked if they can be evicted for not achieving their goals. D. Pietenpol stated no. Eviction occurs when the family fails to stay financially viable just like anyone else in the community.

A motion was made by P. Buckley, seconded by C. Wery to close the floor and return to regular order of business. Motion carried.

A discussion ensued between Subcommittee members. Information included the criteria of the program. A. Nicholson again stated that due to his past experience, he doesn't believe the shelters are made up of long-term residents of Green Bay. He sees the purchasing of these properties as a disruption to neighborhoods, as the neighbors don't like change.

T. Diedrick then explained that his non-profit, Options for Independent Living, also had complaints from neighbors when their office building was in development, but that once people came over and learned what the organization does, they changed their mind completely. R. Miller stated that having the neighborhood talk to EPH may be helpful and help them to understand what they do.

C. Wery stated he would like to see specific criteria with these vouchers and if it is not followed, the vouchers can be pulled from EPH. C. Wery also stated that EPH should not be allowed to sell the properties or change management without having to come back to the BCHA and all properties will be located outside of the City of Green Bay.

R. Hallet then explained criteria for HCV program and stated that these criteria will also need to be met with PBVs.

It was suggested that Item #6 be discussed prior to voting on Item #5.

A motion was made by P. Buckley, seconded by T. Diedrick to open the floor for Item #6. Motion carried.

6. Comments from the Public:

- a. State name and address for the record.
- b. Comments will be limited to five minutes.
- c. The Committee's role is to listen to public comments, and not to ask questions.

R. Miller – 227 S. Van Buren Street – R. Miller reported on a magazine article regarding New York City policies contributing to homelessness in their City. Some of the incentives offered may induce people to become homeless so they can get access to the waiting lists.

Noel Halvorsen – 2443 Deckner Avenue – He stated that this program is not a program to serve homelessness, but a program to serve low income households seeking support to afford housing at market conditions with private landlords in the community. EPH is asking the Authority to consider an allowable "tweak" to the program administrative rules to help channel those coming out of homeless shelters. He does recommend the subcommittee move forward with this request.

A motion was made by P. Buckley, seconded by T. Diedrick to return to regular order of business. Motion carried.

A motion was made by P. Buckley, seconded by C. Wery to approve the proposed changes to Chapter 17 of the BCHA Administrative Plan, regarding establishment and management of separate waiting lists for individual projects or buildings that receive Project Based Voucher assistance based upon the above listed criteria. Motion carried.

A motion was made by P. Buckley, seconded by C. Wery to receive and place on file the comments from the public. (Nay: T. Diedrick) Motion carried.

7. Such other matters as are authorized by law.

A motion was made by T. Diedrick, seconded by P. Buckley to receive and place on file other matters as are authorized by law. Motion carried.

8. Set date/Time/Place for next meeting (if applicable).

No additional meetings needed.

A motion was made by P. Buckley, seconded by T. Diedrick to receive and place on file the date of the next meeting. Motion carried.

9. Closing Roll Call.

Present: Andy Nicholson, Chris Wery, Tom Diedrick, and Pat Buckley

10. Adjournment.

A motion was made by P. Buckley, seconded by C. Wery to adjourn. Motion carried.

JD: RAH



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: May June 20th
Agenda No. : 0

Motion from the Floor

I make the following motion: That the Brown County Board
make a recommendation to the County Treasurer
to include the amount of taxpayer money being
spent on private vouchers along with to
increase transparency on education spending
in the county.

Admin - Committee

Signed: Mark Fitzgerald
District No.: 5

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

Sc. 2

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: 7/18/18

Agenda No.: Late Communication

Motion from the Floor

I make the following motion:

Reallocate up to \$500,000 of Sales Tax revenue to
purchase the software and audio & video equipment necessary
to record, document and archive County Board meetings.

Administration

Signed: _____

[Signature] District

District No. _____

7/18/18 - #17

(Please deliver to County Clerk after motion is made for recording into minutes.)



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 7/17/18

Agenda No. : to Admin

Motion from the Floor

I make the following motion: Review access of county
email access from external applications

Signed: [Signature]

District No.: 18

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

~~Meeting Date:~~ COMMUNICATION
Agenda No. : _____

Motion from the Floor / TO ADMINISTRATION

I make the following motion: _____

Request The Brown County Department of
Technology Services give a presentation
on the costs and practical use of
IQM2 Total Media Management or similar
Video Meeting archiving Software-

Signed: _____

District No.: 19

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

Se.

5

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: 6-20-18
Committee: Admin

Motion from the Floor/Late Communication

I make the following motion/late communication:

For Corp. Counsel to review B.C. Ordinance
2.04 (3) (D) for constitutionally proper
options for invocation if current section
is modified, replaced, or removed

Signed: [Signature]

District No. 26

(Please deliver to County Clerk after motion is made for recording into minutes.)



6



BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 3-21-18

Agenda No. 1: Late Communications

Administration Code
Human Services
Committee

Motion from the Floor

I ~~make the following motion~~: I request the Human Services

Committee and the Administration Code

to examine proposals to find ways to

attract and keep the local resident in ~~psychiatry~~ ^{psychiatry}
to stay and work in Brown County.

Signed: Richard Schachel

District No.: 24

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

Brown County Clerk Budget Status Report

June 30, 2018	Annual	YTD	YTD %
EXPENDITURES	Budget	Transactions	Budget
Personnel Costs	\$ 384,629	\$ 198,410	52%
Operating Costs	\$ 350,054	\$ 173,835	50%
Outlay	\$ -	\$ -	#DIV/0!
REVENUES			
Property Tax	\$ 282,654	\$ 141,327	50%
Public Charges	\$ 173,932	\$ 154,589	89%
Intergov'tl. Charge for Serv.	\$ 274,771	\$ 124,820	45%
Misc.	\$ 150	\$ 992	661%
Transfer in HR	\$ -	\$ 3,176	

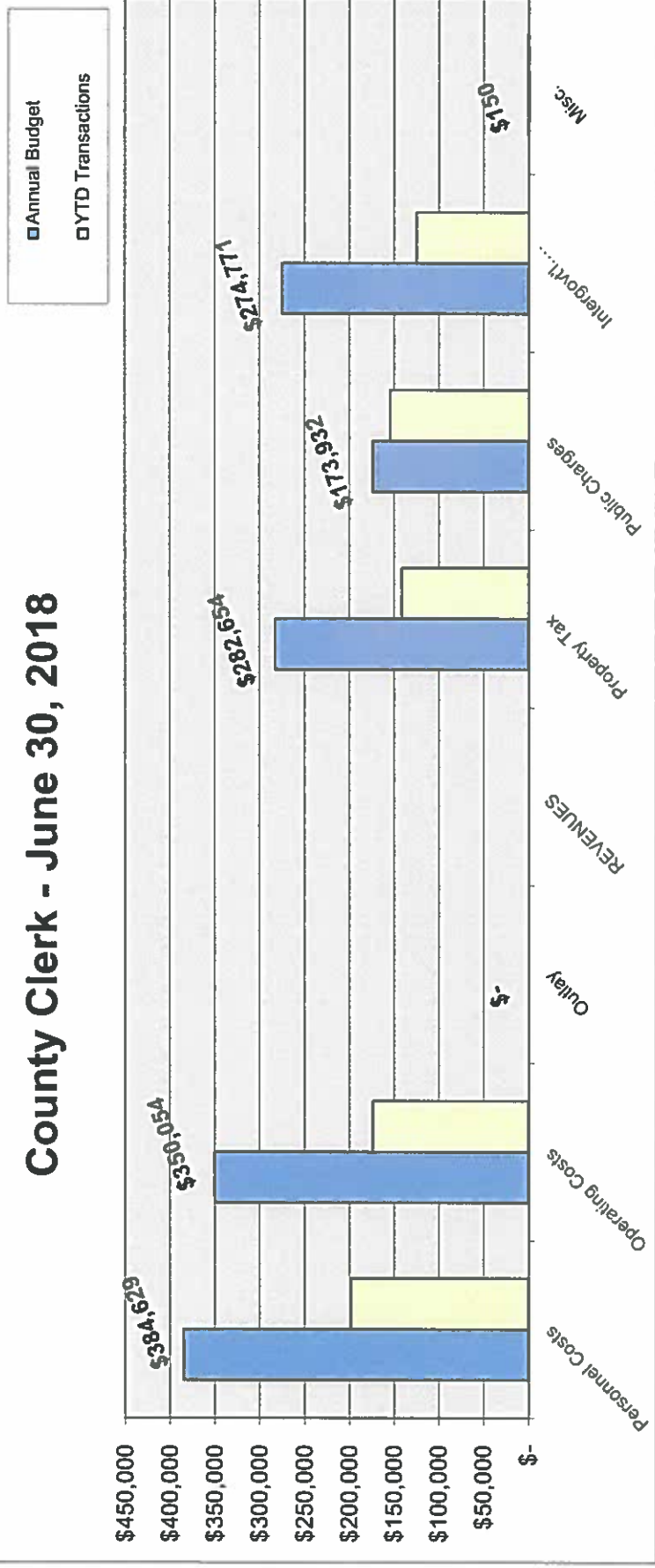
Unaudited

HIGHLIGHTS - January-June Percent of Fiscal Year (50%)

Expenditures: Operating costs are high due to Electionware Software maintenance and licensing fees. The County Clerk's Office has two special elections for WI Senate District 1. These two elections were not budgeted for in 2018. I will monitor expenses to verify whether or not we will be able to absorb these expenses into our budget. If not, I will need to amend my budget.

Revenues: Revenues are high due to passport sales.

County Clerk - June 30, 2018

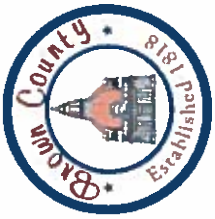




County Clerk

Date Range 01/01/18 - 06/30/18
Exclude Rollup Account

Account	Fund	100 - General Fund	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
REVENUE												
Department 019 - County Clerk												
Property taxes												
4100			General property taxes	282,654.00	.00	282,654.00	23,554.50	.00	141,327.00	141,327.00	141,327.00	50
			<i>Property taxes Totals</i>	\$282,654.00	\$0.00	\$282,654.00	\$23,554.50	\$0.00	\$141,327.00	\$141,327.00	\$141,327.00	50%
Intergov Revenue												
4700			Intergov charges	173,932.00	.00	173,932.00	.00	.00	124,819.74	124,819.74	49,112.26	72
			<i>Intergov Revenue Totals</i>	\$173,932.00	\$0.00	\$173,932.00	\$0.00	\$0.00	\$124,819.74	\$124,819.74	\$49,112.26	72%
Public Charges												
4400.194			Permits Work permit	1,000.00	.00	1,000.00	247.50	.00	457.50	457.50	542.50	46
4400.195			Permits Alarm permits	29,600.00	.00	29,600.00	120.00	.00	26,015.00	26,015.00	3,585.00	88
4401.192			Licenses Marriage License	92,975.00	.00	92,975.00	12,230.00	.00	40,765.00	40,765.00	52,210.00	44
4401.194			Licenses Dog	4,300.00	.00	4,300.00	.00	.00	.00	.00	4,300.00	0
4600.190			Charges and fees Passport	146,291.00	.00	146,291.00	12,664.30	.00	86,770.18	86,770.18	59,520.82	59
4601.012			Sales Copy machine use	205.00	.00	205.00	.00	.00	174.00	174.00	31.00	85
4601.196			Sales Directory	250.00	.00	250.00	146.93	.00	146.93	146.93	103.07	59
4609			Miscellaneous public charges	150.00	.00	150.00	.00	.00	260.00	260.00	(110.00)	173
			<i>Public Charges Totals</i>	\$274,771.00	\$0.00	\$274,771.00	\$25,408.73	\$0.00	\$154,588.61	\$154,588.61	\$120,182.39	56%
Miscellaneous Revenue												
4900			Miscellaneous	150.00	.00	150.00	825.83	.00	991.83	991.83	(841.83)	661
			<i>Miscellaneous Revenue Totals</i>	\$150.00	\$0.00	\$150.00	\$825.83	\$0.00	\$991.83	\$991.83	(\$841.83)	661%
Other Financing Sources												
9004.200			Intrafund Transfer In HR	.00	3,176.00	3,176.00	.00	.00	3,176.00	3,176.00	.00	100
			<i>Other Financing Sources Totals</i>	\$0.00	\$3,176.00	\$3,176.00	\$0.00	\$0.00	\$3,176.00	\$3,176.00	\$0.00	100%
Department 019 - County Clerk												
			<i>REVENUE TOTALS</i>	\$731,507.00	\$3,176.00	\$734,683.00	\$49,789.06	\$0.00	\$424,903.18	\$424,903.18	\$309,779.82	58%
EXPENSE												
Department 019 - County Clerk												
Personnel Costs												
5100			Regular earnings	280,781.00	2,777.00	283,558.00	30,672.87	.00	129,539.61	129,539.61	154,018.39	46
5102.100			Paid leave earnings Vacation	.00	.00	.00	520.08	.00	4,378.08	4,378.08	(4,378.08)	+++
5102.200			Paid leave earnings Personal	.00	.00	.00	180.73	.00	1,015.66	1,015.66	(1,015.66)	+++
5102.300			Paid leave earnings Casual time used	.00	.00	.00	.00	.00	790.89	790.89	(790.89)	+++
5102.500			Paid leave earnings Holiday	.00	.00	.00	787.52	.00	1,579.48	1,579.48	(1,579.48)	+++
5103.000			Premium Overtime	3,470.00	.00	3,470.00	415.69	.00	2,473.12	2,473.12	996.88	71
5103.110			Premium Casual time payout	.00	.00	.00	.00	.00	275.54	275.54	(275.54)	+++
5110.100			Fringe benefits FICA	21,744.00	213.00	21,957.00	2,359.84	.00	10,197.59	10,197.59	11,759.41	46
5110.110			Fringe benefits Unemployment compensation	355.00	.00	355.00	38.56	.00	166.64	166.64	188.36	47
5110.200			Fringe benefits Health Insurance	45,837.00	2,954.00	48,791.00	5,655.84	.00	22,770.54	22,770.54	26,020.46	47
5110.210			Fringe benefits Dental Insurance	3,954.00	.00	3,954.00	575.97	.00	2,315.70	2,315.70	1,638.30	59



County Clerk

Date Range 01/01/18 - 06/30/18
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Department 019 - County Clerk									
Personnel Costs									
5110.220	Fringe benefits Life Insurance	544.00	.00	544.00	72.84	.00	214.49	329.51	39
5110.230	Fringe benefits LT disability Insurance	1,020.00	.00	1,020.00	85.47	.00	541.93	478.07	53
5110.235	Fringe benefits ST disability Insurance	1,471.00	.00	1,471.00	119.81	.00	759.65	711.35	52
5110.240	Fringe benefits Workers compensation Insurance	337.00	.00	337.00	28.08	.00	168.48	168.52	50
5110.300	Fringe benefits Retirement	20,388.00	(1,216.00)	19,172.00	2,040.97	.00	9,031.85	10,140.15	47
5198	Fringe benefits - Budget only	1,552.00	(1,552.00)	.00	.00	.00	.00	.00	+++
Personnel Costs Totals		\$381,453.00	\$3,176.00	\$384,629.00	\$43,554.27	\$0.00	\$186,219.25	\$198,409.75	48%
Operating Expenses									
5300	Supplies	.00	.00	.00	24.70	.00	24.70	(24.70)	+++
5300.001	Supplies Office	15,900.00	.00	15,900.00	.00	.00	5,124.77	10,775.23	32
5300.004	Supplies Postage	10,612.00	.00	10,612.00	754.19	.00	1,214.86	9,397.14	11
5304	Printing	5,500.00	4,000.00	9,500.00	8,601.00	.00	8,601.00	899.00	91
5304.100	Printing Forms	36,000.00	(4,000.00)	32,000.00	.00	.00	.00	32,000.00	0
5305	Dues and memberships	524.00	.00	524.00	.00	.00	415.00	109.00	79
5306.100	Maintenance agreement Software	47,450.00	.00	47,450.00	.00	.00	46,841.94	608.06	99
5307.100	Repairs and maintenance Equipment	20,200.00	.00	20,200.00	.00	.00	19,589.77	610.23	97
5310	Advertising and public notice	37,200.00	.00	37,200.00	1,742.03	.00	16,995.47	20,204.53	46
5330	Books, periodicals, subscription	782.00	.00	782.00	.00	.00	703.10	78.90	90
5340	Travel and training	7,800.00	.00	7,800.00	317.05	.00	3,766.04	4,033.96	48
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	.00	5,355.00	0
5410.400	Insurance Bond	102.00	.00	102.00	.00	.00	100.00	2.00	98
5505	Telephone	600.00	.00	600.00	40.28	.00	241.68	358.32	40
5600	Indirect cost	56,544.00	.00	56,544.00	4,712.00	.00	28,272.00	28,272.00	50
5601.100	Intra-county expense Technology services	40,416.00	.00	40,416.00	2,935.69	.00	24,254.86	16,161.14	60
5601.200	Intra-county expense Insurance	1,921.00	.00	1,921.00	160.08	.00	960.48	960.52	50
5601.400	Intra-county expense Copy center	42,000.00	.00	42,000.00	1,741.10	.00	13,260.72	28,739.28	32
5601.450	Intra-county expense Departmental copiers	1,658.00	.00	1,658.00	138.17	.00	829.02	828.98	50
5601.550	Intra-county expense Document center	1,090.00	.00	1,090.00	100.79	.00	498.83	591.17	46
5708	Professional services	18,400.00	.00	18,400.00	.00	.00	4,525.00	13,875.00	25
Operating Expenses Totals		\$350,054.00	\$0.00	\$350,054.00	\$21,267.08	\$0.00	\$176,219.24	\$173,834.76	50%
Department 019 - County Clerk Totals		\$731,507.00	\$3,176.00	\$734,683.00	\$64,821.35	\$0.00	\$362,438.49	\$372,244.51	49%
EXPENSE TOTALS		\$731,507.00	\$3,176.00	\$734,683.00	\$64,821.35	\$0.00	\$362,438.49	\$372,244.51	49%
Fund 100 - General Fund Totals									
REVENUE TOTALS		731,507.00	3,176.00	734,683.00	49,789.06	.00	424,903.18	309,779.82	58%
EXPENSE TOTALS		731,507.00	3,176.00	734,683.00	64,821.35	.00	362,438.49	372,244.51	49%
Fund 100 - General Fund Totals		\$0.00	\$0.00	\$0.00	(\$15,032.29)	\$0.00	\$62,464.69	(\$62,464.69)	



County Clerk

Date Range 01/01/18 - 06/30/18
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
Fund 265 - Dog Licenses									
REVENUE									
Department 019 - County Clerk									
Public Charges									
4401	Licenses	.00	8,000.00	8,000.00	.00	.00	.00	8,000.00	0
Public Charges Totals		\$0.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0%
Department 019 - County Clerk Totals		\$0.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0%
REVENUE TOTALS		\$0.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0%
EXPENSE									
Department 019 - County Clerk									
Operating Expenses									
5300	Supplies	.00	900.00	900.00	.00	.00	.00	900.00	0
5300.004	Supplies Postage	.00	100.00	100.00	.00	.00	.00	100.00	0
5310	Advertising and public notice	.00	2,100.00	2,100.00	.00	.00	652.36	1,447.64	31
5330	Books, periodicals, subscription	.00	4,900.00	4,900.00	.00	.00	4,750.00	150.00	97
Operating Expenses Totals		\$0.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$5,402.36	\$2,597.64	68%
Department 019 - County Clerk Totals		\$0.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$5,402.36	\$2,597.64	68%
EXPENSE TOTALS		\$0.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$5,402.36	\$2,597.64	68%
Fund 265 - Dog Licenses Totals									
REVENUE TOTALS		.00	8,000.00	8,000.00	.00	.00	.00	8,000.00	0%
EXPENSE TOTALS		.00	8,000.00	8,000.00	.00	.00	5,402.36	2,597.64	68%
Fund 265 - Dog Licenses Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,402.36)	\$5,402.36	
Fund 802 - Dog License									
REVENUE									
Public Charges									
4401	Licenses	8,000.00	(8,000.00)	.00	.00	.00	.00	.00	+++
Public Charges Totals		\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
REVENUE TOTALS		\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
EXPENSE									
Operating Expenses									
5300	Supplies	900.00	(900.00)	.00	.00	.00	.00	.00	+++
5300.004	Supplies Postage	100.00	(100.00)	.00	.00	.00	.00	.00	+++
5310	Advertising and public notice	2,100.00	(2,100.00)	.00	.00	.00	.00	.00	+++
5330	Books, periodicals, subscription	4,900.00	(4,900.00)	.00	.00	.00	.00	.00	+++
Operating Expenses Totals		\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
EXPENSE TOTALS		\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Fund 802 - Dog License Totals									
REVENUE TOTALS		8,000.00	(8,000.00)	.00	.00	.00	.00	.00	+++
EXPENSE TOTALS		8,000.00	(8,000.00)	.00	.00	.00	.00	.00	+++



County Clerk

Date Range 01/01/18 - 06/30/18
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 802 - Dog License	Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Grand Totals									
REVENUE TOTALS		739,507.00	3,176.00	742,683.00	49,789.06	.00	424,903.18	317,779.82	57%
EXPENSE TOTALS		739,507.00	3,176.00	742,683.00	64,821.35	.00	367,840.85	374,842.15	50%
Grand Totals		\$0.00	\$0.00	\$0.00	(\$15,032.29)	\$0.00	\$57,062.33	(\$57,062.33)	

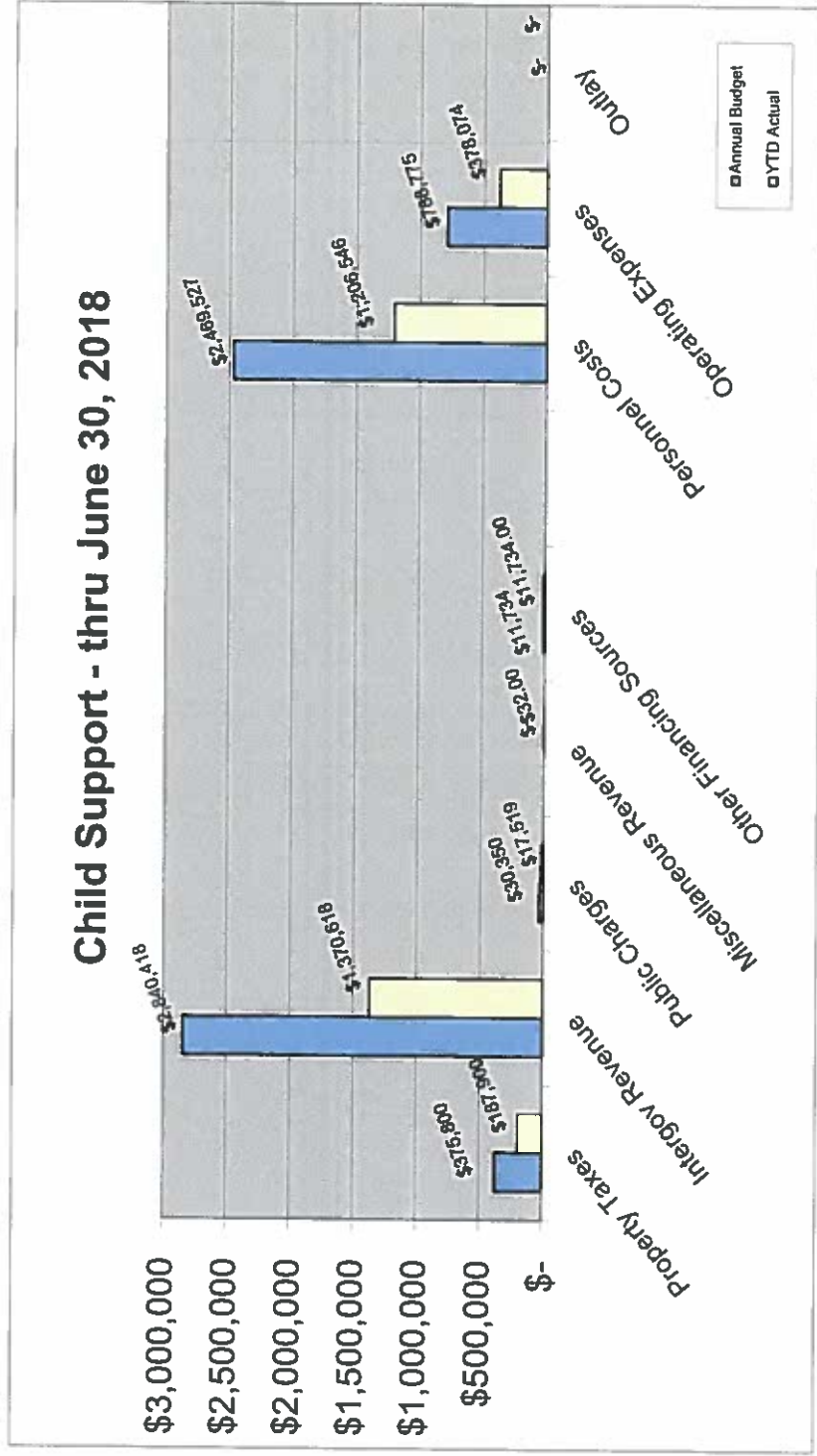
Child Support
Budget Status Report (Unaudited)
06/30/18

	Annual	YTD	YTD	Comments:
	Budget	Actual	Percentage	
Property Taxes	\$ 375,800	\$ 187,900	50.0%	
Intergov Revenue	\$ 2,840,418	\$ 1,370,618	48.3%	
Public Charges	\$ 30,350	\$ 17,519	57.7%	
Miscellaneous Revenue	\$ -	\$ 32.00	#DIV/0!	
Other Financing Sources	\$ 11,734	\$ 11,734.00	100.0%	
Personnel Costs	\$ 2,469,527	\$ 1,206,546	48.9%	
Operating Expenses	\$ 788,775	\$ 378,074	47.9%	
Outlay	\$ -	\$ -	#DIV/0!	

Comments:

Revenue: Revenues trending as projected

Expenses: Expenses trending as projected



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CSA Budget Performance Report-June 30, 2018 (unaudited)

Fiscal Year to Date 07/26/18

Include Rollup Account and Rollup to Account

5700	Contracted services	108,592.00	150,000.00	258,592.00	7,080.91	62,879.56	48,469.44	147,243.00	43	116,354.15
5708	Professional services	150.00	.00	150.00	.00	.00	.00	150.00	0	54.50
5710	Paper service - legal	30,000.00	.00	30,000.00	995.61	.00	11,461.65	18,538.35	38	31,436.42
5762	Med exams/autopsies/genetic test	18,000.00	.00	18,000.00	1,645.00	.00	9,461.00	8,539.00	53	18,168.23
5784	Interpreter services	3,000.00	.00	3,000.00	78.00	.00	526.00	2,474.00	18	2,895.50
9003	Transfer out									
9003.100	Transfer out General Fund	.00	.00	.00	.00	.00	.00	.00	+++	72,933.87
9003 - Transfer out Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$72,933.87
Division 001 - General Totals		\$3,223,790.00	\$194,512.00	\$3,418,302.00	\$109,702.03	\$62,879.56	\$1,694,321.72	\$1,661,100.72	51%	\$3,110,224.62
Department 017 - Child Support Totals		\$3,223,790.00	\$194,512.00	\$3,418,302.00	\$109,702.03	\$62,879.56	\$1,694,321.72	\$1,661,100.72	51%	\$3,110,224.62
EXPENSE TOTALS		\$3,223,790.00	\$194,512.00	\$3,418,302.00	\$109,702.03	\$62,879.56	\$1,694,321.72	\$1,661,100.72	51%	\$3,110,224.62
Fund 210 - Child Support Totals										
REVENUE TOTALS		3,223,790.00	194,512.00	3,418,302.00	34,209.05	.00	1,622,012.62	1,796,289.38	47%	3,110,224.62
EXPENSE TOTALS		3,223,790.00	194,512.00	3,418,302.00	109,702.03	62,879.56	1,694,321.72	1,661,100.72	51%	3,110,224.62
Fund 210 - Child Support Totals		\$0.00	\$0.00	\$0.00	(\$75,492.98)	(\$62,879.56)	(\$72,309.10)	\$135,188.66		\$0.00
Grand Totals										
REVENUE TOTALS		3,223,790.00	194,512.00	3,418,302.00	34,209.05	.00	1,622,012.62	1,796,289.38	47%	3,110,224.62
EXPENSE TOTALS		3,223,790.00	194,512.00	3,418,302.00	109,702.03	62,879.56	1,694,321.72	1,661,100.72	51%	3,110,224.62
Grand Totals		\$0.00	\$0.00	\$0.00	(\$75,492.98)	(\$62,879.56)	(\$72,309.10)	\$135,188.66		\$0.00



CSA Budget Performance Report-June 30, 2018 (unaudited)

Fiscal Year to Date 07/26/18

Include Rollup Account and Rollup to Account

Account	Account Description	Fund	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 210 - Child Support											
REVENUE											
Department 017 - Child Support											
Division 001 - General											
4100	General property taxes		375,800.00	.00	375,800.00	31,316.67	.00	219,216.69	156,583.31	58	359,938.00
4302	State grant and aid revenue										
4302	State grant and aid revenue		1,761,881.00	182,778.00	1,944,659.00	.00	.00	837,851.39	1,106,807.61	43	1,509,737.99
4302.003	State grant and aid revenue Incentives		507,090.00	.00	507,090.00	.00	.00	348,744.69	158,345.31	69	715,193.00
4302.004	State grant and aid revenue GPR		354,396.00	.00	354,396.00	.00	.00	146,871.01	207,524.99	41	339,845.00
4302.007	State grant and aid revenue SPSK		194,273.00	.00	194,273.00	.00	.00	37,151.33	157,121.67	19	159,160.87
	4302 - State grant and aid revenue Totals		\$2,817,640.00	\$182,778.00	\$3,000,418.00	\$0.00	\$0.00	\$1,370,618.42	\$1,629,799.58	46%	\$2,723,936.86
4600	Charges and fees										
4600.601	Charges and fees Genetic test		16,000.00	.00	16,000.00	1,439.56	.00	10,510.03	5,489.97	66	13,939.54
4600.602	Charges and fees Vital statistics		350.00	.00	350.00	10.00	.00	134.64	215.36	38	188.65
4600.603	Charges and fees Paper service		9,000.00	.00	9,000.00	1,084.82	.00	7,071.09	1,928.91	79	7,997.57
4600.604	Charges and fees Non IV-D service		4,500.00	.00	4,500.00	350.00	.00	2,520.00	1,980.00	56	3,850.00
	4600 - Charges and fees Totals		\$29,850.00	\$0.00	\$29,850.00	\$2,884.38	\$0.00	\$20,235.76	\$9,614.24	68%	\$25,975.76
4601	Sales										
4601.012	Sales Copy machine use		500.00	.00	500.00	8.00	.00	175.75	324.25	35	322.00
	4601 - Sales Totals		\$500.00	\$0.00	\$500.00	\$8.00	\$0.00	\$175.75	\$324.25	35%	\$322.00
4900	Miscellaneous		.00	.00	.00	.00	.00	32.00	(32.00)	+++	52.00
9002	Transfer in										
9002.200	Transfer in HR		.00	11,734.00	11,734.00	.00	.00	11,734.00	.00	100	.00
	9002 - Transfer in Totals		\$0.00	\$11,734.00	\$11,734.00	\$0.00	\$0.00	\$11,734.00	\$0.00	100%	\$0.00
	Division 001 - General Totals		\$3,223,790.00	\$194,512.00	\$3,418,302.00	\$34,209.05	\$0.00	\$1,622,012.62	\$1,796,289.38	47%	\$3,110,224.62
	Department 017 - Child Support Totals		\$3,223,790.00	\$194,512.00	\$3,418,302.00	\$34,209.05	\$0.00	\$1,622,012.62	\$1,796,289.38	47%	\$3,110,224.62
	REVENUE TOTALS		\$3,223,790.00	\$194,512.00	\$3,418,302.00	\$34,209.05	\$0.00	\$1,622,012.62	\$1,796,289.38	47%	\$3,110,224.62
EXPENSE											
Department 017 - Child Support											
Division 001 - General											
5100	Regular earnings										
5100	Regular earnings		1,720,378.00	30,181.00	1,750,559.00	50,148.33	.00	809,088.71	941,470.29	46	1,419,517.34
5100.998	Regular earnings Budget only		(29,711.00)	29,711.00	.00	.00	.00	.00	.00	+++	.00
	5100 - Regular earnings Totals		\$1,690,667.00	\$59,892.00	\$1,750,559.00	\$50,148.33	\$0.00	\$809,088.71	\$941,470.29	46%	\$1,419,517.34
5102	Paid leave earnings										
5102.100	Paid leave earnings Vacation		.00	.00	.00	6,169.25	.00	50,537.00	(50,537.00)	+++	97,059.01
5102.200	Paid leave earnings Personal		.00	.00	.00	188.59	.00	16,263.25	(16,263.25)	+++	26,024.96
5102.300	Paid leave earnings Casual time used		.00	.00	.00	374.67	.00	9,527.38	(9,527.38)	+++	17,339.43
5102.500	Paid leave earnings Holiday		.00	.00	.00	6,664.08	.00	19,485.36	(19,485.36)	+++	49,112.36
5102.600	Paid leave earnings Other (funeral, jury duty, etc)		.00	.00	.00	173.36	.00	884.04	(884.04)	+++	2,331.40
5102.800	Paid leave earnings Disability		.00	.00	.00	733.32	.00	2,770.32	(2,770.32)	+++	8,390.41
	5102 - Paid leave earnings Totals		\$0.00	\$0.00	\$0.00	\$14,303.27	\$0.00	\$99,467.35	(\$99,467.35)	+++	\$200,257.57

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Child Support Agency Director Summary

July 2018

Performance Measures Comparison as of 6/30/18

Federal Performance Measures	Brown FFY 6/30/18	Brown YTD 6/30/17	YTD Improvement 2017 vs 2018	State Average	Brown vs. State
Court Order Rate	90.80%	90.55%	.25%	86.38%	4.42%
Paternity Establish Rate	104.04%	101.40%	2.64%	99.46%	4.64%
Current Supp Collections	76.71%	77.11%	-.40%	74.77%	1.94%
Arrears Collection Rate	65.68%	65.93%	-.25%	66.15%	-.47%

	Brown County 6/30/18	Brown County 6/30/17	Difference 2017 vs 2018	Statewide Total increase	Average Caseload
Caseload size	14,504	14,498	6	1,360	1,089

ELEVATE GRANT ACTIVITIES (Empowering Lives thru Education, Vocational Assessment, Training & Employment)

- The ELEVATE Employment team will work to ensure that all program participants have an updated resume as an initial outcome by the end of their first appointment!
- The Director and Enforcement Supervisor continue to participate in the planning of the Five County Demonstration Project that BCS (at the state level) are implementing in 2019.
- The total number of ELEVATE participants through June totals 151 NCPs (105 are actively participating and 46 have disengaged do to noncompliance. In these situations, the contempt process is initiated.)
- As of July 18th, the overall collection rate where support obligations are being met is 68% among NCPs involved in the grant. Taking into account that NCPs were referred based upon nonpayment, this is significant. It is also a different measurement than was previously tracked through SPSK and, subsequently, much harder to reach. SPSK only measured percentage of individuals who made a first payment, post enrollment into the grant.
- The Access and Visitation Coordinator is planning *Zooparent Night* at the NEW Zoo in partnership with Healthy Families for families involved in the ELEVATE program, Access & Visitation services, and Defining Dads program.

ACCESS & VISITATION GRANT ACTIVITIES

- Monthly Co-parenting seminars continue to be offered in collaboration with the Brown County Library. Seminars occur in one afternoon for two in a half hours and most referrals are coming from the Child Support staff, ELEVATE and the Brown County Court Commissioners.

OPERATIONS

Support Services Area Updates

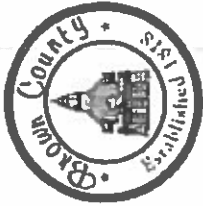
- The WOW workgroup revisited duties across the agency and made recommendations on ways that Support Staff can further assist. While this is an ongoing dialogue with further evaluation to be done,

Support Staff have been eager to help and come up with ideas as well, and a number of things have already been implemented:

- a. Clerk II's have taken on responsibility of the contempt process from the time motion paperwork is ready to be filed with the Clerk of Courts through the service of documents on the parties
 - b. Clerk II's will be sending notices to mothers on cases with unborn children at 6 and 8 months of pregnancy
 - c. Clerk II's will continue to assist with efforts to locate non-custodial parents
 - d. Support Information Center and Clerk II's will continue to assist Intake with address and demographic updates
 - e. Account Tech's will take action messages (phone calls requiring further follow up) related to financial or health insurance topics
- The Support Service Supervisor attended the IMAC Program Coordination Subcommittee meeting by phone where there was discussion regarding communication and interface issues between the CARES/W2 program and KIDS (Child Support). While it was interesting to hear other counties and state perspective, we've had good, ongoing communication with Brown County Human Services, so our department was already aware of many of the topics that were discussed. There are known flaws/frustrations with the interface, but our relationship within Economic Support has allowed for workarounds and updates between our respective agencies.

Enforcement Updates

- Intergovernmental workers attended the WI/MI Boarder Project in Marinette to dialogue about how bordering states can better collaborate when establishing and enforcing intergovernmental cases. They discuss difficulties as well as best practices and how to coordinate when working together to assist parties who have more than one state involved in their case.
- There has been ongoing discussion with caseworkers and attorneys to find ways to make the contempt process more efficient (LEAN) and easier to prep for, including approval process, document drafting, service of process and e-filing.
- Major changes went into effective July 1st as part of the passing of DCF 150. These changes affect the CSA in numerous ways including health insurance assessment/enforcement, collection of birthing expenses, provisions for equivalent care, SSDI and adoption assistance benefit allocation when considering shared-placement scenarios, decision to allow courts to order into an employment program in lieu of imputing income when establishing support in a case where the payer is not presently employed. Additional clarification has been issued related specifically to the use of both low-income formula, serial payer formula, and shared placement formula when an NCP may have circumstances which make them eligible for use of multiple formulas as part of the establishment/modification of support process. DCF 150 establishes the requirement for parties to furnish a list of variable expenses which are agreed upon. Said expenses shall not be used to deviate from the guideline support amount.



Budget by Organization Report

DRAFT AND UNAUDITED

Through 06/30/18
Prior Fiscal Year Activity Included
Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 100 - General Fund									
REVENUE									
Department 064 - Human Resources									
Division 001 - General									
Property taxes	1,354,599.00	.00	1,354,599.00	112,716.58	.00	676,299.48	676,299.52	50	1,392,806.00
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	2,000.00	.00	2,000.00	240.00	.00	1,089.00	911.00	54	2,359.45
Other Financing Sources	.00	13,849.00	13,849.00	.00	.00	13,849.00	.00	100	88,997.00
Division 001 - General Totals	\$1,354,599.00	\$13,849.00	\$1,368,448.00	\$112,956.58	\$0.00	\$691,237.48	\$677,210.52	51%	\$1,484,162.45
Department 064 - Human Resources Totals	\$1,354,599.00	\$13,849.00	\$1,368,448.00	\$112,956.58	\$0.00	\$691,237.48	\$677,210.52	51%	\$1,484,162.45
REVENUE TOTALS	\$1,354,599.00	\$13,849.00	\$1,368,448.00	\$112,956.58	\$0.00	\$691,237.48	\$677,210.52	51%	\$1,484,162.45
EXPENSE									
Department 064 - Human Resources									
Division 001 - General									
Personnel Costs	1,069,493.00	13,849.00	1,083,342.00	104,637.20	.00	453,116.80	630,225.20	42	841,728.88
Operating Expenses	285,106.00	.00	285,106.00	16,543.61	1,103.02	126,494.85	157,508.13	45	496,503.75
Division 001 - General Totals	\$1,354,599.00	\$13,849.00	\$1,368,448.00	\$121,180.81	\$1,103.02	\$579,611.65	\$787,733.33	42%	\$1,338,232.63
Department 064 - Human Resources Totals	\$1,354,599.00	\$13,849.00	\$1,368,448.00	\$121,180.81	\$1,103.02	\$579,611.65	\$787,733.33	42%	\$1,338,232.63
EXPENSE TOTALS	\$1,354,599.00	\$13,849.00	\$1,368,448.00	\$121,180.81	\$1,103.02	\$579,611.65	\$787,733.33	42%	\$1,338,232.63
Fund 100 - General Fund Totals									
REVENUE TOTALS	1,354,599.00	13,849.00	1,368,448.00	112,956.58	.00	691,237.48	677,210.52	51%	1,484,162.45
EXPENSE TOTALS	1,354,599.00	13,849.00	1,368,448.00	121,180.81	1,103.02	579,611.65	787,733.33	42%	1,338,232.63
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	(\$8,224.23)	(\$1,103.02)	\$111,625.83	(\$110,522.81)		\$145,929.82
Grand Totals									
REVENUE TOTALS	1,354,599.00	13,849.00	1,368,448.00	112,956.58	.00	691,237.48	677,210.52	51%	1,484,162.45
EXPENSE TOTALS	1,354,599.00	13,849.00	1,368,448.00	121,180.81	1,103.02	579,611.65	787,733.33	42%	1,338,232.63
Grand Totals	\$0.00	\$0.00	\$0.00	(\$8,224.23)	(\$1,103.02)	\$111,625.83	(\$110,522.81)		\$145,929.82

August 15, 2018

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING CHANGES TO THE BROWN COUNTY
EMPLOYEE HEALTH INSURANCE PLAN DURING THE 2018 CALENDAR YEAR**

WHEREAS, the Brown County Human Resources Department has been charged with monitoring the Brown County Employee Health Insurance Fund; and

WHEREAS, an opportunity exists to implement additional resources for employees to improve their overall health; and

WHEREAS, implementation of said additional resources is projected to result in ease of access to medical care, and a long-term cost savings to Brown County; and

WHEREAS, it is desirable to have the Brown County Board of Supervisors approve of and authorize changes to the Brown County Employee Health Insurance Plan as specified below.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors hereby approves of and authorizes the following updates, changes and additions to approved providers for the Brown County Employee Health Insurance Plan, effective August 1, 2018:

- 1) Implementation of an "Exclusive Specialty Medication" program with vendor Accredo.

This program includes a one-source provider for specialty (high cost) prescriptions via mail order and provides cost savings; and

- 2) Implementation of an "Advanced Utilization Management" program for certain pharmaceutical medications. This program helps ensure that the safest, most cost-effective drugs are chosen, and to ensure the proper use, selection, and amount of medications are utilized, the following are included with the Advance Utilization Management program:

- a. Prior Authorization, which is the baseline for ensuring clinically appropriate use of a medication; and

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- b. Step Therapy, which encourages use of front-line medications before second-line medications; and
 - c. Drug Quantity, which aligns dispensing quantity with FDA-approved dosage guidelines as well as other clinical evidence; and
- 3) Update/rebid contractual agreement with Express Scripts, which will increase the amount of pharmacy discounts received by the Employee Health Insurance Plan; and
 - 4) Providing “Tele-Medicine, 24/7 Access” to enhance a member’s ability to receive convenient and affordable care for everyday issues via video chat and/or telephone calls; and
 - 5) Implementation of the “Naturally Slim” digital behavioral counseling program for weight management assistance. This program encourages on-going weight loss through counseling, education and support; and

BE IT FURTHER RESOLVED, that county administration is hereby authorized and directed to take any and all necessary steps to effectuate the changes to the Employee Health Insurance Plan and employee benefits as specified above and below in this Resolution.

Fiscal Note: This resolution does not require an appropriation from the General Fund. The changes will result in a projected savings of \$190,264 in 2018. The cost of Tele-Medicine is \$5,060 with a projected savings of \$14,667; Naturally Slim’s cost is \$12,693.00 with a projected savings of \$22,847; and projected savings of \$16,667 for Exclusive Specialty Medication, \$22,460 for Advanced Utilization Management, and \$113,623 for rebid of Express Scripts Contract.

Respectfully submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

Authored by Human Resources

Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
GRUSZYNSKI	5			
LEFEBVRE	6			
ERICKSON	7			
BORCHARDT	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
BRUSKY	14			
BALLARD	15			
KASTER	16			
VAN DYCK	17			
LINSEN	18			
KNEISZEL	19			
DESLAURIERS	20			
TRAN	21			
MOYNIHAN, JR	22			
SUENNEN	23			
SCHADEWALD	24			
LUND	25			
BECKER	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 07/20/18
REQUEST TO: Administration Committee, and Executive Committee
MEETING DATE: 08/01/2018, and 08-06-2018 respectively
REQUEST FROM: Kathryn Roellich
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Approving Changes to Brown County Employee Health Insurance Plan
During the 2018 Calendar Year

ISSUE/BACKGROUND INFORMATION:

In assessing our current health plan, we have identified areas where the proposed changes in the attached resolution would have a positive impact on the plan and provide improved benefits to our employees.

ACTION REQUESTED:

Review and approve the attached resolution for implementation on August 1, 2018.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? PROJECTED Savings of (\$190,264) for the remainder of 2018.
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? 101.032.031
 2. If no, how will the impact be funded?

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

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HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



Kathryn A. Roellich

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

MEMORANDUM

Date: July 18, 2018

To: Administration Committee:
Tom Sieber, Chair, Administration
Richard Schadewald
John S. Vander Leest

James Kneiszel, Vice-Chair
Mark Becker

Executive Committee
Tom Lund, Chair, Executive
Patrick Buckley
John Van Dyck
Tom Sieber

Patrick Moynihan Jr., Vice-Chair
Erik Hoyer
Bernie Erickson

From: Kathryn Roellich
HR Director

Re: Human Resources Report - August, 2018

The following is a brief summary of activities occurring within the Brown County Human Resources Department.

- Standing Items:
 - Budget Status Financial Report
 - Turnover Reports
 - Department Vacancies
 - Report: Health & Dental Plan: April data is attached.
- Classification and Compensation Study:
 - Progress continues.
 - Majority of benchmarking has been completed and we are beginning to work on developing a compensation philosophy, structure and policy for future use.
- General Updates:
 - Review/updates to Chapter 4 continue and will be brought forward as completed
- Benefits:
 - The annual PHA's are being scheduled

BROWN COUNTY TURNOVER REPORT

June-18

	HIRE	STATUS	POSITION	DEPT
1	6/4/18	LTE	Summer Help	DPW
2	6/4/18	LTE	Summer Engineering Aide	DPW
3	6/5/18	LTE	Facilities Maintenance Worker	DPW
4	6/4/18	LTE	Seasonal Golf Course Maint.	Golf Course
5	6/11/18	FT	BHS-Crisis Coordinator	HHS-CTC
6	6/13/18	LTE	Seasonal Golf Course Maint.	Golf Course
7	6/4/18	FT	Business Manager	Parks
8	6/29/18	FT	Central Services Specialist	PALS
9	06/04/18	FT	Public Health Nurse	HHS-HEALTH
10	06/29/18	FT	Planner I-Transportation	PALS
11	06/18/18	FT	Telecom Op I	PSC
12	06/02/18	LTE	Adventure Park Concessionaire	Zoo
13	06/18/18	FT	Economic Support Specialist	HHS-CP
14	06/11/18	FT	Enterprise Cyber Security Tech.	TS
15	06/18/18	FT	Economic Support Specialist	HHS-CP
16	06/18/18	FT	Economic Support Specialist	HHS-CP
17	06/04/18	LTE	Seasonal Golf Course Maint.	Golf Course
18	06/18/18	FT	Economic Support Specialist	HHS-CP
19	06/11/18	LTE	Concessionaire I	Zoo/Park Mgt.
20	06/04/18	LTE	Seasonal Golf Course Maint.	Golf Course
21	6/18/18	FT	Economic Support Specialist	HHS-CP
22	6/18/18	FT	Economic Support Specialist	HHS-CP
23	6/10/18	LTE	Adventure Park Guide	Zoo/Park Mgt.
24	6/11/18	FT	Benefits Specialist	Human Resources
25	6/25/18	FT	AODA Counselor/IDP Assessor	HHS-CTC
26	6/20/18	FT	Clinical SW	HHS-CTC
27	6/14/18	LTE	Adventure Park Guide	Zoo/Park Mgt.
28	6/26/18	PT	Library Service Associate	Wrightstown Library
29	6/20/18	LTE	Seasonal Maintenance Worker	Zoo
30	6/26/18	FT	Housekeeper	Public Works
31	6/26/18	FT	Highway Crew	Highway-Duck Creek
32	6/18/18	PT	Sub Teacher Aide	Syble Hopp
33	6/18/18	PT	Sub Teacher Aide	Syble Hopp
34	6/25/18	FT	Patrol Officer	Sheriff
35	6/25/18	FT	Correctional Officer	Sheriff-Jail

	TERM	STATUS	POSITION	DEPT
36	6/11/18	LTE	DA Intern/Co-op Student	District Attorney
37	6/25/18	FT	Patrol Officer	Sheriff
38	6/25/18	PT	Library Service Clerk	Library
39	6/20/18	LTE	Invasive Species Coordinator	UW Extension
40	6/28/18	O/C	LPN	HHS-CTC
41	6/28/18	PT	Food Service Worker	HHS-CTC-Dietary
42	6/28/18	FT	C.N.A	HHS-CTC
43	6/18/18	LTE	Substitute Teacher	Syble Hopp
44	6/25/18	LTE	Concessionaire I	Zoo & Park Mgt.
45	6/25/18	LTE	Concessionaire Supervisor	Zoo & Park Mgt.
46	6/22/18	LTE	Seasonal Park Worker	Parks
47	6/22/18	LTE	Seasonal Park Worker	Parks
48	6/25/18	LTE	Concessionaire I	Zoo & Park Mgt.
49	6/25/18	LTE	Seasonal Park Worker	Parks
50	6/26/18	LTE	Seasonal Park Worker	Parks
51	6/26/18	LTE	Adventure Park Guide	Zoo & Park Mgt.
	TERM	STATUS	POSITION	DEPT
1	6/8/18	FT	Airport Director	Airport
2	6/1/18	PT	Social Worker/Case Manager	Human Services
3	6/1/18	FT	Clinical Social Worker	Human Services
4	6/21/18	FT	Social Worker/Case Manager	Human Services
5	6/15/18	FT	Medicolegal Investigator	Medical Examiner
6	6/2/18	PT .53	Library Service Assistant	Library
7	6/14/18	PT .8	AODA Counselor	CTC
8	6/15/18	FT	Social Services Aide III	Human Services
9	6/18/18	FT	Cert. Occ. Therapy Assistant	CTC
10	6/29/18	FT	Clerk III/Data Control	Human Services
11	6/15/18	FT	Administrative Secretary	Airport
12	6/15/18	FT	Operations Supervisor	Airport
13	6/29/18	FT	Economic Support Specialist	Human Services
14	6/4/18	LTE	Correctional Officer	Sheriff
15	6/5/18	LTE	Summer Employee	PW/Facilities
16	6/8/18	FT	Correctional Officer	Sheriff
17	6/23/18	PT .53	Library Service Associate	Library
18	6/30/18	FT	Director of Special Education	Syble Hopp
19	6/10/18	PT .20	Certified Nursing Assistant	CTC
20	6/1/18	LTE	Concessionaire Supervisor	NEW Zoo
21	6/19/18	O/C	Youth Support Specialist	Shelter Care
22	6/13/18	LTE	Seasonal Employee	Golf Course
23	6/27/18	FT	Highway Crew	PW/Highway
24	6/7/18	FT	Teacher	Syble Hopp

COMMENTS:	TALLY:
Retirement	10
Personal Reasons	1
Other Job Offer	5
Not A Good Fit	
None Given	7
End of assignment	1
Other	

YTD Applications:	4,858
YTD Requisitions:	196
Applications per Req. (2018):	25
Applications per Req. (2017):	24

TRANS	STATUS	POSITION	DEPT	STATUS	POSITION	DEPT
1	6/4/2018	FT	Department Coordinator	Library-Central	Library Supervisor	Library-WH
2	6/1/2018	FT	R.N.	CTC	R.N.	CTC
3	6/4/2018	FT	Property Analyst	PALS	County Surveyor	PALS
4	6/5/2018	FT	Housekeeper Lead	Facilities	Housekeeper	Facilities
5	6/5/2018	FT	Housekeeper	Facilities	Housekeeper Lead	Facilities
7	6/11/2018	.4 FTE	C.N.A	HHS-CTC	C.N.A	HHS-CTC
8	6/4/18	FT	Economic Support Specialist II	HHS-SB-ES	Parent Support Specialist	HHS-SB
9	6/18/2018	.8 FTE	LPN	HHS-CTC	Health Unit Sec./Ward Clerk	HHS-CTC
10	6/8/2018	FT	Asst Airport Director	Airport	Aiport Director	Airport
11	6/3/2018	.2 FTE	C.N.A	HHS-CTC	C.N.A	HHS-CTC
12	6/11/2018	FT	Clerk III	HHS-CTC	Admission Clerk II	HHS-CTC
13	6/29/2018	FT	LPN	HHS-CTC	LPN	HHS-CTC
14	6/17/2018	FT	Account Clerk	HHS-CTC	Clerk Receptionist	HHS-CTC

Department Vacancies Report

as of 7/17/18

Department	Title	# of Vacancies	FT, PT, On Call
Austin Straube Int'l Airport	Airport Operations Officer	1	FT
Austin Straube Int'l Airport	Assistant Airport Director	1	FT
Human Resources	Human Resources Manager	1	FT
Human Services - Community Programs	AODA Counselor	1	PT
Human Services - Community Programs	AODA Counselor	1	FT
Human Services - Community Programs	Clerk III/Data Control	1	FT
Human Services - Community Programs	Economic Support Services Manager	1	FT
Human Services - Community Programs	Social Services Aide III Parent	1	FT
Human Services - Community Programs	Social Worker/Case Manager: CPS	1	PT
Human Services - Community Programs	Social Worker/Case Manager: Youth Justice	1	FT
Human Services - Community Treatment Center	Admissions Clerk III	1	FT
Human Services - Community Treatment Center	Advanced Practice Nurse Prescriber	1	FT
Human Services - Community Treatment Center	Nurse Practitioner	1	On Call
Human Services - Community Treatment Center	Certified Nursing Assistant (CNA)	2	FT
Human Services - Community Treatment Center	Certified Nursing Assistant (CNA)	8	PT
Human Services - Community Treatment Center	Certified Nursing Assistant - On-Call	1	OC
Human Services - Community Treatment Center	Cook	1	OC
Human Services - Community Treatment Center	Cook	1	PT
Human Services - Community Treatment Center	Food Service Worker: AM Shift	1	PT
Human Services - Community Treatment Center	Health Information Management (HIM) Clerk	1	FT
Human Services - Community Treatment Center	Hospital & Nursing Home Administrator	1	FT
Human Services - Community Treatment Center	Inpatient Clinical Social Worker	1	FT
Human Services - Community Treatment Center	LPN	1	FT
Human Services - Community Treatment Center	LPN	1	PT
Human Services - Community Treatment Center	RN	2	FT
Human Services - Community Treatment Center	RN	2	PT
Human Services - Community Treatment Center	RN: On call	1	OC
Human Services - Community Treatment Center	Switchboard Operator: Part-Time	1	PT
Human Services - Community Treatment Center	Switchboard Operator	1	OC
Human Services - Health	Environmental/Laboratory Manager	1	FT
Library	Library Service Clerk	4	PT
Medical Examiner	Medicolegal Investigator	2	LTE
Planning & Land Services	Property Analyst	1	FT
Public Works - Facilities	Facility Worker	1	FT
Public Works - Highway	Senior Civil Engineer	1	FT
Sheriff	Correctional Officer	9	FT
Sheriff	Patrol Officer 6/3	4	FT
Zoo & Park Management - Parks	Park Seasonals ALL	5	LTE



Health Plan Performance Monitor
Prepared for Brown County
June 2018



I. REPORT PARAMETERS

- A. Medical Administrator:
B. Prescription Drug Administrator:
C. Reinsurance Carrier:
D. Specific Stop-Loss Deductible:

UMR
Rx Benefits
Voya
\$350,000

Employer Rates used for Calculating Health Premiums*:
Single \$581.88
Family \$1,548.38

*Represents a weighted average of Actives and Retirees based on enrollment

II. PLAN EXPERIENCE

Period	UNIT COST ANALYSIS			TOTAL COST ANALYSIS				ENROLLMENT		TOTAL CONTRACTS		
	Provider Network Fees	Administration and Plan Expenses	Stop Loss Premiums	TOTAL PLAN COSTS	Medical Paid Claims	Prescription Drug Costs	Paid Claims over Stop Loss Deductible	TOTAL VARIABLE COSTS	Single Contracts		Family Contracts	
January 2018	\$22,015	\$67,862	\$50,095	\$139,973	\$1,206,959	\$228,578	\$0	\$1,435,538	\$1,575,511	454	851	1,305
February 2018	\$21,813	\$67,238	\$49,596	\$138,647	\$1,109,672	\$228,406	\$0	\$1,338,078	\$1,476,724	451	842	1,293
March 2018	\$21,813	\$67,238	\$49,696	\$138,747	\$1,301,936	\$411,741	\$0	\$1,713,677	\$1,852,423	448	845	1,293
April 2018	\$21,796	\$67,186	\$49,579	\$138,561	\$1,071,265	\$306,637	\$0	\$1,377,903	\$1,516,464	450	842	1,292
May 2018	\$21,796	\$67,186	\$49,512	\$138,494	\$1,004,176	\$251,355	\$0	\$1,255,531	\$1,394,025	452	840	1,292
June 2018	\$21,880	\$67,446	\$49,629	\$138,955	\$889,708	\$289,812	\$0	\$1,179,520	\$1,318,476	456	841	1,297
July 2018												
August 2018												
September 2018												
October 2018												
November 2018												
December 2018												
TOTALS	\$131,114	\$404,157	\$298,107	\$833,378	\$6,583,716	\$1,716,529	\$0	\$8,300,246	\$9,133,623	2,711	5,061	7,772

III. KEY INDICATORS

Average Single Enrollment:
Average Family Enrollment:
Average Total Enrollment:

452
844
1,295

Total Plan Costs:
Projected Plan Costs:
Dollar Difference:
Funding Ratio:
YTD HRA Disbursements:

\$9,133,623
\$9,413,828
\$280,205
97%
\$200,866

Fixed Costs per Employee per Year:
Variable Costs per Employee per Year:
Total Costs per Employee per Year:
Total HRA Disbursements per Employee per Year:
Total Cost PEPPY including HRA Disbursements:

\$1,287
\$12,816
\$14,102
\$310
\$14,412

13C



Employee Health

Health Plan Performance Monitor Prepared for Brown County - Active Employees June 2018



I. REPORT PARAMETERS

- A. Medical Administrator:
- B. Prescription Drug Administrator:
- C. Reinsurance Carrier:
- D. Specific Stop-Loss Deductible:

UMR
Rx Benefits
Voya
\$350,000

Employer Rates used for Calculating Health Premiums:
Single \$581.88
Family \$1,548.38

II. PLAN EXPERIENCE

Month	FIXED COST ANALYSIS				VARIABLE COST ANALYSIS				EMPLOYMENT		
	Provider Network Fees	Administration and Plan Expenses	Stop Loss Premiums	TOTAL FIXED COSTS	Medical Paid Claims	Prescription Drug Costs	Paid Claims over Stop Loss Deductible	TOTAL VARIABLE COSTS	Single Contracts	Family Contracts	TOTAL CONTRACTS
January 2018	\$21,104	\$65,054	\$48,163	\$134,322	\$1,134,091	\$213,851	\$0	\$1,347,942	431	870	1,253
February 2018	\$20,936	\$64,534	\$47,663	\$133,133	\$1,082,617	\$222,825	\$0	\$1,305,441	431	810	1,241
March 2018	\$20,902	\$64,430	\$47,697	\$133,029	\$1,249,750	\$387,445	\$0	\$1,637,195	427	812	1,239
April 2018	\$20,834	\$64,222	\$47,497	\$132,553	\$977,296	\$295,063	\$0	\$1,272,359	427	808	1,235
May 2018	\$20,818	\$64,170	\$47,380	\$132,368	\$957,948	\$235,551	\$0	\$1,188,499	429	805	1,234
June 2018	\$20,834	\$64,222	\$47,430	\$132,487	\$858,870	\$276,070	\$0	\$1,134,940	429	806	1,235
July 2018											
August 2018											
September 2018											
October 2018											
November 2018											
December 2018											
TOTALS	\$125,478	\$386,633	\$285,830	\$797,891	\$6,255,571	\$1,630,805	\$0	\$7,886,377	2,574	4,861	7,435

III. KEY INDICATORS

Average Single Enrollment: 429
Average Family Enrollment: 810
Average Total Enrollment: 1,239

Total Plan Costs:
Projected Plan Costs:
Dollar Difference:
Funding Ratio:

\$8,684,268
\$9,024,434
\$340,167
96%

Fixed Costs per Employee per Year:
Variable Costs per Employee per Year:
Total Costs per Employee per Year:

\$1,288
\$12,729
\$14,016



Insurance
Benefits

Health Plan Performance Monitor Prepared for Brown County - Retirees #VALUE!

I. REPORT PARAMETERS

- A. Medical Administrator:
- B. Prescription Drug Administrator:
- C. Reinsurance Carrier:
- D. Specific Stop-Loss Deductible:

UMR
Rr Benefits
Voya
\$350,000

Employer Rates used for Calculating Health Premiums:
Single \$10,530.55
Family \$10,530.55

II. PLAN EXPERIENCE

Period	FIXED COST RATES \$				VARIABLE COST RATES \$				EMPLOYMENT		TOTAL CONTRACTS
	Provider Network Fees	Administration and Plan Expenses	Stop Loss Premiums	Unfunded Costs	Medical Paid Claims	Prescription Drug Costs	Paid Claims over Stop Loss Deductible	TOTAL VARIABLE COSTS	Single Contracts	Family Contracts	
January 2018	\$0	\$0	\$0	\$0	\$2,485	\$1,358	\$0	\$3,843	0	0	0
February 2018	\$0	\$0	\$0	\$0	\$7,756	\$18	\$0	\$7,773	0	0	0
March 2018	\$0	\$0	\$0	\$0	\$0	\$18	\$0	\$18	0	0	0
April 2018	\$0	\$0	\$0	\$0	\$10,971	\$0	\$0	\$10,971	0	0	0
May 2018	\$0	\$0	\$0	\$0	\$9	\$0	\$0	\$9	0	0	0
June 2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	0	0
July 2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	0	0
August 2018											
September 2018											
October 2018											
November 2018											
December 2018											
TOTALS	\$0	\$0	\$0	\$0	\$11,220	\$1,194	\$0	\$12,614	0	0	0

III. KEY INDICATORS

Average Single Enrollment:
Average Family Enrollment:
Average Total Enrollment:

#DW/OI
#DW/OI
#DW/OI

Total Plan Costs:
Projected Plan Costs:
Dollar Difference:
Funding Ratio:

\$22,614
\$0
(\$22,614)
#DW/OI

Fixed Costs per Employee per Year:
Variable Costs per Employee per Year:
Total Costs per Employee per Year:

#DW/OI
#DW/OI
#DW/OI

1/5/2018

878 John Nolen Drive Madison, WI 53713 T 608.273.0555 F 608.273.8873 www.m2inc.com

13C



Employee
Benefits

Health Plan Performance Monitor

Prepared for Brown County - Aging & Disability Resource Center

June 2018



I. REPORT PARAMETERS

- A. Medical Administrator:
B. Prescription Drug Administrator:
C. Reinsurance Carrier:
D. Specific Stop-Loss Deductible:

UMR
Rx Benefits
Voya
\$350,000

Employer Rates used for Calculating Health Premiums:
Single \$581.88
Family \$1,548.38

II. PLAN EXPERIENCE

Months	FIXED COST ANALYSIS				VARIABLE COST ANALYSIS				EXPENSES		
	Provider Network Fees	Administration and Plan Expenses	Stop Loss Premiums	TOTAL FIXED COSTS	Medical Paid Claims	Prescription Drug Costs	Paid Claims over Stop Loss Deductible	TOTAL VARIABLE COSTS	Single Contracts	Family Contracts	TOTAL CONTRACTS
January 2018	\$742	\$2,288	\$1,666	\$4,696	\$16,236	\$10,827	\$0	\$27,053	16	28	44
February 2018	\$742	\$2,288	\$1,666	\$4,696	\$18,767	\$3,689	\$0	\$22,456	16	28	44
March 2018	\$742	\$2,288	\$1,666	\$4,696	\$6,655	\$70,829	\$0	\$27,484	16	28	44
April 2018	\$759	\$2,340	\$1,683	\$4,782	\$25,288	\$9,437	\$0	\$34,725	17	28	45
May 2018	\$759	\$2,340	\$1,683	\$4,782	\$17,221	\$13,943	\$0	\$31,164	17	28	45
June 2018	\$759	\$2,340	\$1,683	\$4,782	\$9,679	\$10,131	\$0	\$19,809	17	28	45
July 2018											
August 2018											
September 2018											
October 2018											
November 2018											
December 2018											
TOTALS	\$4,504	\$13,884	\$10,045	\$28,434	\$93,835	\$68,856	\$0	\$162,692	99	168	267

III. KEY INDICATORS

Average Single Enrollment: 17
Average Family Enrollment: 28
Average Total Enrollment: 45

Total Plan Costs:
Projected Plan Costs:
Dollar Difference:
Funding Ratio:

\$191,126
\$317,734
\$126,608
60%

Fixed Costs per Employee per Year:
Variable Costs per Employee per Year:
Total Costs per Employee per Year:

\$1,278
\$7,312
\$8,590



Health Plan Performance Monitor Prepared for Brown County - COBRA June 2018



I. REPORT PARAMETERS

- A. Medical Administrator:
- B. Prescription Drug Administrator:
- C. Reinsurance Carrier:
- D. Specific Stop-Loss Deductible:

UMR
Rx Benefits
Voya
\$350,000

Employer Rates used for Calculating Health Premiums
Single \$581.88
Family \$1,548.38

II. PLAN EXPERIENCE

Month	FIXED COST ANALYSIS				WEAKLY COST ANALYSIS				ENROLLMENT		
	Provider Network Fees	Administration and Plan Expenses	Stop Loss Premiums	TOTAL FIXED COSTS	Medical Paid Claims	Prescription Drug Costs	Paid Claims over Stop Loss Deductible	TOTAL VARIABLE COSTS	Single Contracts	Family Contracts	TOTAL CONTRACTS
January 2018	\$169	\$520	\$266	\$955	\$54,158	\$2,542	\$0	\$56,699	7	3	10
February 2018	\$135	\$416	\$266	\$817	\$532	\$1,875	\$0	\$2,407	4	4	8
March 2018	\$169	\$520	\$333	\$1,022	\$45,531	\$3,448	\$0	\$48,980	5	5	10
April 2018	\$202	\$624	\$400	\$1,226	\$57,711	\$2,137	\$0	\$59,847	6	6	12
May 2018	\$219	\$676	\$450	\$1,345	\$33,999	\$1,860	\$0	\$35,859	6	7	13
June 2018	\$287	\$884	\$516	\$1,687	\$21,159	\$3,612	\$0	\$24,771	10	7	17
July 2018											
August 2018											
September 2018											
October 2018											
November 2018											
December 2018											
TOTALS	\$1,181	\$3,640	\$2,232	\$7,053	\$213,090	\$15,474	\$0	\$228,564	38	32	70

III. KEY INDICATORS

Average Single Enrollment: 6
Average Family Enrollment: 5
Average Total Enrollment: 12

Total Plan Costs:
Projected Plan Costs:
Dollar Difference:
Funding Ratio:

\$235,616
\$71,660
(\$163,957)
329%

Fixed Costs per Employee per Year:
Variable Costs per Employee per Year:
Total Costs per Employee per Year:

\$1,209
\$39,182
\$40,391



Dental Plan Performance Monitor Prepared for Brown County



I. REPORT PARAMETERS

A. Dental Administrator:

Delta Dental

Monthly Rates used for Calculating Dental Premiums:

Single \$40.72
Family \$114.62

II. PLAN EXPERIENCE

Month	COST ANALYSIS			ENROLLMENT		
	Administration	Paid Claims	TOTAL PLAN COSTS	Single Contracts	Family Contracts	TOTAL CONTRACTS
January 2018	\$4,212	\$115,584	\$119,796	330	824	1,154
February 2018	\$4,179	\$92,619	\$96,798	328	817	1,145
March 2018	\$4,168	\$90,649	\$94,817	329	813	1,142
April 2018	\$4,135	\$83,728	\$87,863	327	806	1,133
May 2018	\$4,128	\$111,945	\$116,073	329	802	1,131
June 2018	\$4,106	\$83,874	\$87,980	325	800	1,125
July 2018						
August 2018						
September 2018						
October 2018						
November 2018						
December 2018						
TOTALS	\$24,930	\$578,399	\$603,329	1,968	4,862	6,830

III. KEY INDICATORS

Average Single Enrollment 328
Average Family Enrollment 810
Average Total Enrollment 1,138

Total Plan Costs:
Projected Plan Costs:
Dollar Difference:
Funding Ratio:

\$603,329
\$637,419
\$34,091
95%

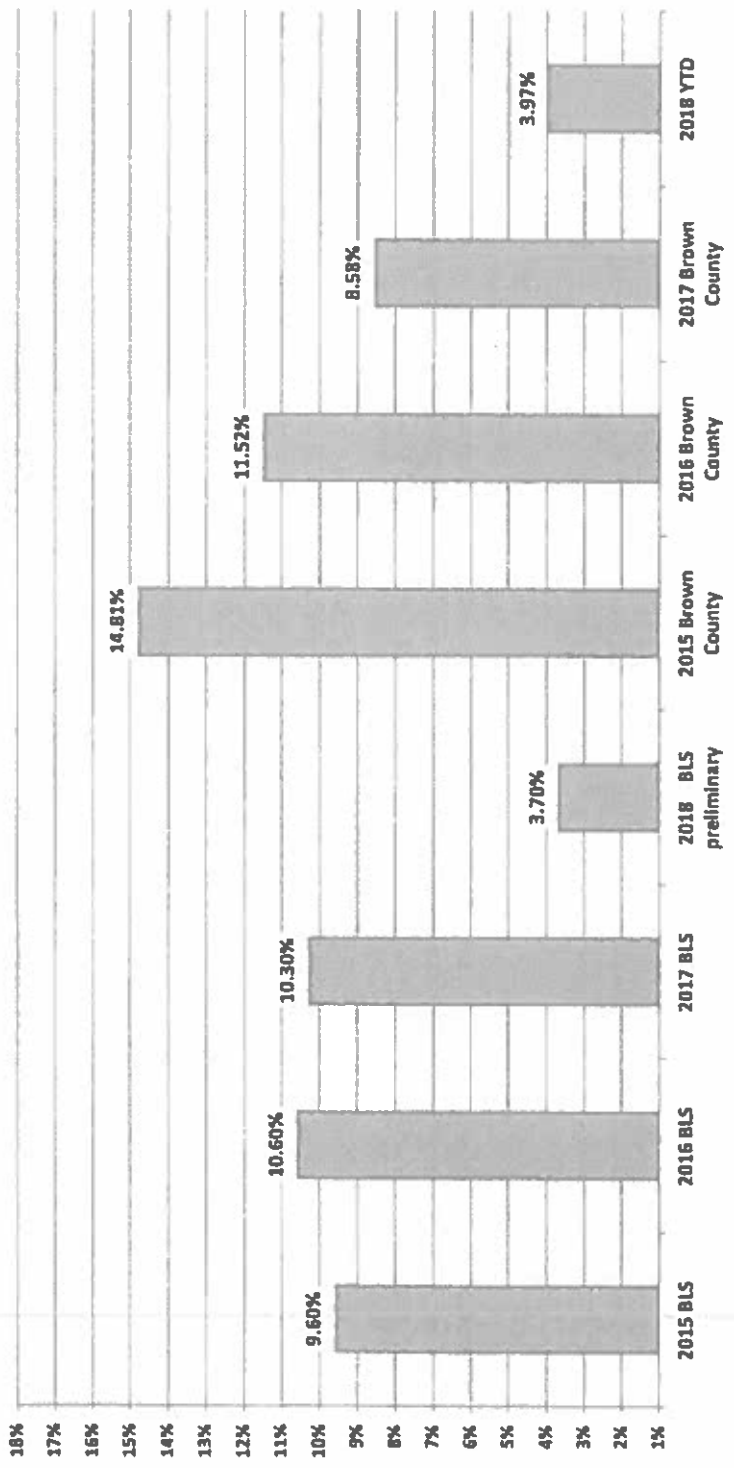
Total Costs per Employee per Year:

7/5/2018

Brown County Turnover Report

YTD May 2018

Turnover % = the number of people who left voluntarily/ YTD avg # of employees at month end.



Brown County

Benchmark BLS *- State and Local Government, Excluding Education
 The quit counts include voluntary separations by employees except for retirements, layoffs, discharges (resulting from mergers, downsizing, or closings), transfers, short term/seasonal employees, deaths, disability, etc.
 * Bureau of Labor Statistics



Unaudited Budget - Technology Services

Through 06/30/18
Prior Fiscal Year Activity Included
Summary Listing

Account Classification									
Fund 670 - BC Community Area Network									
REVENUE	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Intergov Revenue	44,133.00	.00	44,133.00	.00	.00	13,037.00	31,096.00	30	.00
Public Charges	25,048.00	.00	25,048.00	2,399.84	.00	12,972.06	12,075.94	52	18,737.58
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$69,181.00	\$0.00	\$69,181.00	\$2,399.84	\$0.00	\$26,009.06	\$43,171.94	38%	\$18,737.58
EXPENSE	134,108.00	.00	134,108.00	25,398.19	12,525.00	63,553.28	58,029.72	57	55,996.12
Operating Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
Outlay	\$134,108.00	\$0.00	\$134,108.00	\$25,398.19	\$12,525.00	\$63,553.28	\$58,029.72	57%	\$55,996.12
EXPENSE TOTALS	\$134,108.00	\$0.00	\$134,108.00	\$25,398.19	\$12,525.00	\$63,553.28	\$58,029.72	57%	\$55,996.12
Fund 670 - BC Community Area Network Totals									
REVENUE TOTALS	69,181.00	.00	69,181.00	2,399.84	.00	26,009.06	43,171.94	38%	18,737.58
EXPENSE TOTALS	134,108.00	.00	134,108.00	25,398.19	12,525.00	63,553.28	58,029.72	57%	55,996.12
EXPENSE TOTALS	(\$64,927.00)	\$0.00	(\$64,927.00)	(\$22,998.35)	(\$12,525.00)	(\$37,544.22)	(\$14,857.78)		(\$37,258.54)
Fund 670 - BC Community Area Network Totals									
REVENUE TOTALS	\$5,268,736.00	\$0.00	\$5,268,736.00	\$385,615.65	\$0.00	\$3,119,755.30	\$2,148,980.70	59%	\$3,007,352.97
EXPENSE	1,725,100.00	(37,295.00)	1,687,805.00	195,533.08	.00	818,190.41	869,614.59	48	746,008.49
Personnel Costs	3,880,073.00	50,295.00	3,930,368.00	194,266.54	269,469.04	2,607,641.14	1,053,257.82	73	2,584,359.69
Operating Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$5,605,173.00	\$13,000.00	\$5,618,173.00	\$389,799.62	\$269,469.04	\$3,425,831.55	\$1,922,872.41	66%	\$3,330,368.18
Fund 710 - Technology Services Totals									
REVENUE TOTALS	5,268,736.00	.00	5,268,736.00	385,615.65	.00	3,119,755.30	2,148,980.70	59%	3,007,352.97
EXPENSE TOTALS	5,605,173.00	13,000.00	5,618,173.00	389,799.62	269,469.04	3,425,831.55	1,922,872.41	66%	3,330,368.18
EXPENSE TOTALS	(\$336,437.00)	(\$13,000.00)	(\$349,437.00)	(\$4,183.97)	(\$269,469.04)	(\$306,076.25)	(\$226,108.29)		(\$323,015.21)
Grand Totals									
REVENUE TOTALS	5,337,917.00	.00	5,337,917.00	388,015.49	.00	3,145,764.36	2,192,152.64	59%	3,026,090.55
EXPENSE TOTALS	5,739,281.00	13,000.00	5,752,281.00	415,197.81	281,994.04	3,489,384.83	1,980,902.13	66%	3,386,364.30
EXPENSE TOTALS	(\$401,364.00)	(\$13,000.00)	(\$414,364.00)	(\$27,182.32)	(\$281,994.04)	(\$343,620.47)	(\$211,250.51)		(\$360,273.75)



DoTS, Monthly Report, August 1st 2018

Covers June - July 2018 Technology Services Activity

Items of Note

1. **Video & Closed Captioning** see budget options sheet – need Board recommendation/direction. **** PLEASE MAKE A MOTION TO DIRECT ONE OF THE OPTIONS ****
2. Request for special Admin Committee meeting on September 19, prior to full Board of Supervisors meeting for **“Approval of the lowest qualified bid for the Fox River Papermaking Corridor Internet Service Project”** through BCCAN.

Staffing Report:

3. Fully staffed

Project/Activity Updates

Over 40 active projects (remains higher than normal)

4. Cyber Updates: No breaches identified in this period. Attacks continue, more erratic, volume up.
5. 911/CAD Project go live set for end of August, no major updates, continue to find ongoing issues and resolving them – overall slow progress.
6. LandNav tax system upgrade activity continues– completion in early fall 2018; work continues to ensure RFP requirements are met – overall good progress.
7. DoTS 2019 budget submitted
8. Numerous Sheriff projects
 - a. Crime Mapping software – ongoing (in testing)
 - b. Main Sheriff “RMS” system upgrade/migration and expansion – next step is resource scheduling (likely after Oct 2018).
 - c. Working on Sheriff Jail Camera project – completion pending funding solution for main jail door software/computer;
 - d. Commissary Application at Jail to replace Swanson Cobra Banker (UNPLANNED)
9. Windows 10, Office 2016 and Server 2012/6 upgrades and rollout continue complete by end of 2019 (Deadline Jan 2020). Beginning in place testing in next quarter.

10. Working with Sheriff on potentially using the same tool as M/E and D/A for ad-hoc long term high volume storage (Sheriff & D/A are testing).
11. BCCAN eRate for GB Public Schools Project – project is on track
12. Updates and repair for WiFi at Community Treatment Center affecting nurse call and phones – vendor replaced some phones and those are working well (working out replacement now).
13. Planning for Aug/Sept Dept of Health Moves continues, numerous smaller preparatory moves completed.
14. Outstanding items for the County Board:
 - a. RFI for 5g no promise date for this yet (work has started)
 - b. Working with Corp Counsel on outline for resolution for chargeback related to 911/CAD and Netmotion.
15. Initial work on BCCAN fiber for the Papermaking Corridor project started.
16. Upgraded Internet and Intranet Website Work P/O for vendor activity in progress
17. Credit Card reader conversions to eliminate dedicated phone line cost and improve security (chip compliant readers). Also increases speed for transactions and device updates.
18. Continuing to assist HR related to staff turnover (ERP & Payroll)
19. SharePoint for Government migration in progress (includes initial work for Office 365)
20. Beginning preparation for two ERP upgrades in fall and early 2019

Completed Work

21. Human Services clinical software system (Avatar) migration to cloud – **Successfully Completed**
22. Jail Software Upgrade (OMS) completed
23. Enterprise Backup Project completed
24. Medical Examiner data sharing – Completed
25. Switch from Chase to Associated Bank complete
26. Switch for credit card companies complete
27. Completed work with Corp Counsel on email rules draft for County Board
28. STEM building design complete
29. Email Security System upgraded



Corp Counsel - June 2018- Unaudited Budget Performance Report

Fiscal Year to Date 06/30/18
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
REVENUE										
Department 016 - Corporation Counsel										
Division 001 - General										
4100	General property taxes	602,290.00	.00	602,290.00	50,190.83	.00	301,144.98	301,145.02	50	679,501.00
4600	Charges and fees									
4600.161	Charges and fees Legal	500.00	.00	500.00	34.80	.00	1,104.71	(604.71)	221	302.80
	4600 - Charges and fees Totals	\$500.00	\$0.00	\$500.00	\$34.80	\$0.00	\$1,104.71	(\$604.71)	221%	\$302.80
4700	Intergovt charges									
4700.003	Intergovt charges Municipalities	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	930.00
	4700 - Intergovt charges Totals	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%	\$930.00
9000	Carryover	.00	.00	.00	.00	.00	.00	.00	+++	29,309.00
9004	Intrafund Transfer In									
9004	Intrafund Transfer In	.00	250,000.00	250,000.00	.00	.00	250,000.00	.00	100	.00
9004.200	Intrafund Transfer In HR	.00	10,652.00	10,652.00	.00	.00	10,652.00	.00	100	.00
	9004 - Intrafund Transfer In Totals	\$0.00	\$260,652.00	\$260,652.00	\$0.00	\$0.00	\$260,652.00	\$0.00	100%	\$0.00
	Division 001 - General Totals	\$605,790.00	\$260,652.00	\$866,442.00	\$50,225.63	\$0.00	\$562,901.69	\$303,540.31	65%	\$710,042.80
	Department 016 - Corporation Counsel Totals	\$605,790.00	\$260,652.00	\$866,442.00	\$50,225.63	\$0.00	\$562,901.69	\$303,540.31	65%	\$710,042.80
	REVENUE TOTALS	\$605,790.00	\$260,652.00	\$866,442.00	\$50,225.63	\$0.00	\$562,901.69	\$303,540.31	65%	\$710,042.80
EXPENSE										
Department 016 - Corporation Counsel										
Division 001 - General										
5100	Regular earnings	497,284.00	9,315.00	506,599.00	50,794.32	.00	210,710.41	295,888.59	42	432,474.05
5102	Paid leave earnings									
5102.100	Paid leave earnings Vacation	.00	.00	.00	3,924.52	.00	8,794.59	(8,794.59)	+++	23,650.36
5102.200	Paid leave earnings Personal	.00	.00	.00	1,418.52	.00	5,340.32	(5,340.32)	+++	7,713.30
5102.300	Paid leave earnings Casual time used	.00	.00	.00	166.72	.00	889.84	(809.84)	+++	2,597.92
5102.500	Paid leave earnings Holiday	.00	.00	.00	1,941.52	.00	3,870.32	(3,870.32)	+++	15,492.91
5102.800	Paid leave earnings Disability	.00	.00	.00	.00	.00	2,084.00	(2,084.00)	+++	3,475.04
	5102 - Paid leave earnings Totals	\$0.00	\$0.00	\$0.00	\$7,451.28	\$0.00	\$20,899.07	(\$20,899.07)	+++	\$52,929.53
5103	Premium									
5103.000	Premium Overtime	.00	.00	.00	.00	.00	.00	.00	+++	46.04
5103.110	Premium Casual time payout	.00	.00	.00	.00	.00	.00	.00	+++	6,342.08
	5103 - Premium Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$6,388.12
5109	Salaries reimbursement									
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	(2,084.00)	2,084.00	+++	(4,369.92)
5109.300	Salaries reimbursement IV-E	(210,327.00)	.00	(210,327.00)	(15,337.07)	.00	(97,790.46)	(112,536.54)	46	(168,570.25)
	5109 - Salaries reimbursement Totals	(\$210,327.00)	\$0.00	(\$210,327.00)	(\$15,337.07)	\$0.00	(\$99,874.46)	(\$110,452.54)	47%	(\$172,940.17)
5110	Fringe benefits									
5110.100	Fringe benefits FICA	38,043.00	713.00	38,756.00	4,176.84	.00	16,695.91	22,060.09	43	35,253.89
5110.110	Fringe benefits Unemployment compensation	622.00	.00	622.00	68.29	.00	272.96	349.04	44	879.70



Corp Counsel - June 2018- Unaudited Budget Performance Report

Fiscal Year to Date 06/30/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
Department 016 - Corporation Counsel										
Division 001 - General										
5110	Fringe benefits									
5110.200	Fringe benefits Health Insurance	83,097.00	5,356.00	88,453.00	11,834.29	.00	40,281.29	48,171.71	46	77,273.59
5110.210	Fringe benefits Dental Insurance	7,964.00	.00	7,964.00	992.58	.00	3,457.66	4,506.34	43	7,532.23
5110.220	Fringe benefits Life Insurance	304.00	.00	304.00	51.90	.00	152.38	151.62	50	230.45
5110.230	Fringe benefits LT disability insurance	1,956.00	.00	1,956.00	140.25	.00	794.94	1,161.06	41	2,045.20
5110.235	Fringe benefits ST disability insurance	2,744.00	.00	2,744.00	196.62	.00	1,114.46	1,629.54	41	2,389.00
5110.240	Fringe benefits Workers compensation insurance	596.00	.00	596.00	49.67	.00	298.02	297.98	50	872.00
5110.300	Fringe benefits Retirement	35,805.00	(1,404.00)	34,401.00	3,902.46	.00	15,378.30	19,022.70	45	33,161.05
	5110 - Fringe benefits Totals	\$171,131.00	\$4,665.00	\$175,796.00	\$21,412.90	\$0.00	\$78,445.92	\$97,350.08	45%	\$159,637.11
5198	Fringe benefits - Budget only	3,328.00	(3,328.00)	.00	.00	.00	.00	.00	+++	.00
5300	Supplies									
5300	Supplies	.00	.00	.00	.00	.00	495.00	(495.00)	+++	744.99
5300.001	Supplies Office	4,500.00	.00	4,500.00	201.84	.00	1,028.97	3,471.03	23	3,446.38
5300.004	Supplies Postage	2,000.00	.00	2,000.00	129.42	.00	901.07	1,098.93	45	1,400.50
	5300 - Supplies Totals	\$6,500.00	\$0.00	\$6,500.00	\$331.26	\$0.00	\$2,425.04	\$4,074.96	37%	\$5,591.87
5303	Copy expense	100.00	.00	100.00	.00	.00	135.95	(35.95)	136	20.76
5305	Dues and memberships	3,175.00	.00	3,175.00	2,500.20	.00	2,500.20	674.80	79	2,861.06
5310	Advertising and public notice	3,000.00	.00	3,000.00	291.43	.00	674.56	2,325.44	22	3,860.23
5330	Books, periodicals, subscription	11,706.00	.00	11,706.00	2,121.80	.00	6,515.20	5,190.80	56	14,374.64
5335	Software/licenses	.00	.00	.00	.00	.00	17,508.52	(17,508.52)	+++	.00
5340	Travel and training	4,500.00	.00	4,500.00	.00	.00	107.12	4,392.88	2	3,270.50
5395	Equipment - nonoutlay	.00	.00	.00	1,780.00	.00	1,780.00	(1,780.00)	+++	7,150.00
5601	Intra-county expense									
5601.100	Intra-county expense Technology services	35,569.00	.00	35,569.00	2,588.97	.00	21,179.26	14,389.74	60	32,257.66
5601.200	Intra-county expense Insurance	2,197.00	.00	2,197.00	183.08	.00	1,098.48	1,098.52	50	2,481.00
5601.300	Intra-county expense Other departmental	.00	.00	.00	.00	.00	80.00	(80.00)	+++	.00
5601.400	Intra-county expense Copy center	500.00	.00	500.00	.00	.00	168.00	332.00	34	264.00
5601.450	Intra-county expense Departmental copiers	2,755.00	.00	2,755.00	229.58	.00	1,377.48	1,377.52	50	2,728.00
5601.550	Intra-county expense Document center	1,168.00	.00	1,168.00	108.29	.00	535.94	632.06	46	646.36
	5601 - Intra-county expense Totals	\$42,189.00	\$0.00	\$42,189.00	\$3,109.92	\$0.00	\$24,439.16	\$17,749.84	58%	\$38,377.02
5708	Professional services	300.00	.00	300.00	108.95	.00	845.02	(545.02)	282	2,428.45
5710	Paper service - legal	4,325.00	.00	4,325.00	110.00	.00	295.00	4,030.00	7	783.17
5712	Court reporter service	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	559.05
5716	Legal services									
5716	Legal services	222,950.00	.00	222,950.00	10,150.25	.00	56,889.50	166,060.50	26	192,757.66
5716.200	Legal services County sales tax	.00	250,000.00	250,000.00	.00	.00	133,763.34	116,236.66	54	.00
5716.900	Legal services Contra	(190,000.00)	.00	(190,000.00)	(10,150.25)	.00	(56,889.50)	(133,110.50)	30	(185,101.76)



Corp Counsel - June 2018- Unaudited Budget Performance Report

Fiscal Year to Date 06/30/18
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
Department 016 - Corporation Counsel										
Division 001 - General										
6110	Outlay									
6110.100	Outlay Other (\$5,000+)	33,629.00	.00	33,629.00	.00	.00	.00	33,629.00	0	.00
9003	Transfer out	33,629.00	\$0.00	\$33,629.00	\$0.00	\$0.00	\$0.00	\$33,629.00	0%	\$0.00
		.00	.00	.00	.00	.00	.00	.00	+++	82,000.00
6110 - Outlay Totals										
		\$605,790.00	\$260,652.00	\$866,442.00	\$74,674.99	\$0.00	\$401,170.05	\$465,271.95	46%	\$647,421.29
Division 001 - General Totals										
Department 016 - Corporation Counsel Totals		\$605,790.00	\$260,652.00	\$866,442.00	\$74,674.99	\$0.00	\$401,170.05	\$465,271.95	46%	\$647,421.29
EXPENSE TOTALS		\$605,790.00	\$260,652.00	\$866,442.00	\$74,674.99	\$0.00	\$401,170.05	\$465,271.95	46%	\$647,421.29
Fund 100 - General Fund Totals										
		605,790.00	260,652.00	866,442.00	50,225.63	.00	562,901.69	303,540.31	65%	710,042.80
REVENUE TOTALS		605,790.00	260,652.00	866,442.00	74,674.99	.00	401,170.05	465,271.95	46%	647,421.29
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	(\$24,449.36)	\$0.00	\$161,731.64	(\$161,731.64)		\$62,621.51
Fund 100 - General Fund Totals										
Grand Totals										
		605,790.00	260,652.00	866,442.00	50,225.63	.00	562,901.69	303,540.31	65%	710,042.80
REVENUE TOTALS		605,790.00	260,652.00	866,442.00	74,674.99	.00	401,170.05	465,271.95	46%	647,421.29
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	(\$24,449.36)	\$0.00	\$161,731.64	(\$161,731.64)		\$62,621.51
Grand Totals										

**Brown County
Administration**

Budget Status Report

For period ended 6/30/2018

Unaudited

	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,324,176	\$ 662,088	50%
Intergov Revenue	\$ -	\$ -	0%
Public Charges	\$ -	\$ -	0%
Miscellaneous Revenue	\$ -	\$ -	0%
Other Financing Sources	\$ 175,458	\$ 88,990	51%
Personnel Costs	\$ 1,259,114	\$ 509,689	40%
Operating Expenses	\$ 240,520	\$ 66,580	28%

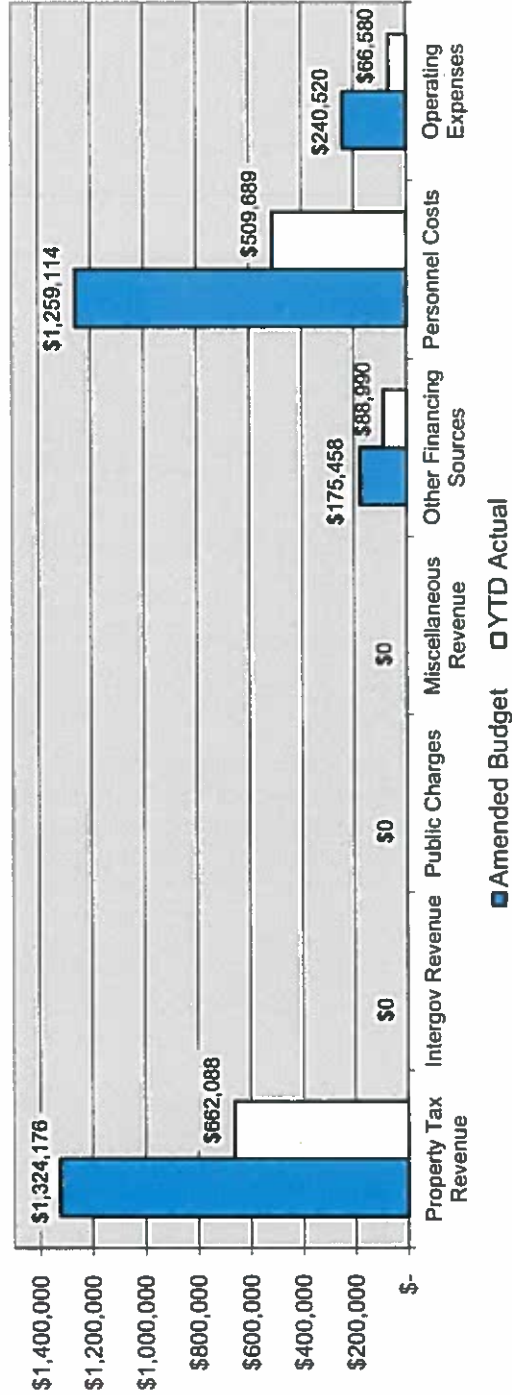
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HIGHLIGHTS:

Revenues: Other Financing Sources includes carryover from 2017.

Expenses: Personnel costs are trending lower due to vacancies of two positions and a 6 week vacancy of another position; travel and training are trending lower than budgeted, as are professional services.

**Administration - June 30, 2018
Unaudited**





Budget by Account Classification Report

Through 06/30/18
UNAUDITED

Prior Fiscal Year Activity Included-Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 100 - General Fund									
REVENUE									
Property taxes	1,324,176.00	.00	1,324,176.00	110,348.00	.00	662,088.00	662,088.00	50	608,809.02
Intergov Revenue	.00	.00	.00	.00	.00	.00	.00	+++	22,238.96
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	207.86
Other Financing Sources	86,468.00	88,990.00	175,458.00	.00	.00	88,990.00	86,468.00	51	166,483.00
REVENUE TOTALS	\$1,410,644.00	\$88,990.00	\$1,499,634.00	\$110,348.00	\$0.00	\$751,078.00	\$748,556.00	50%	\$797,738.84
EXPENSE									
Personnel Costs	1,244,124.00	14,990.00	1,259,114.00	111,129.75	.00	509,689.31	749,424.69	40	470,778.27
Operating Expenses	166,520.00	74,000.00	240,520.00	16,903.30	.00	66,580.01	173,939.99	28	55,686.20
EXPENSE TOTALS	\$1,410,644.00	\$88,990.00	\$1,499,634.00	\$128,033.05	\$0.00	\$576,269.32	\$923,364.68	38%	\$526,464.47
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	(\$17,685.05)	\$0.00	\$174,808.68	(\$174,808.68)		\$271,274.37
Fund 100 - General Fund Totals									
Grand Totals									
REVENUE TOTALS	1,410,644.00	88,990.00	1,499,634.00	110,348.00	.00	751,078.00	748,556.00	50%	797,738.84
EXPENSE TOTALS	1,410,644.00	88,990.00	1,499,634.00	128,033.05	.00	576,269.32	923,364.68	38%	526,464.47
Grand Totals	\$0.00	\$0.00	\$0.00	(\$17,685.05)	\$0.00	\$174,808.68	(\$174,808.68)		\$271,274.37

2018 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
18-80	6/26	PSC/SHER IFF	This budget adjustment is to reallocate savings from the PSC/TS UPS Capital Project and dollars from the General Government Contingency fund to fund the purchase of WonderWare Jail door control software that is necessary for the completion of the Jail Video Surveillance System Project. Amount: \$103,000	6	6/28/18	Y	PS 7/12 CB 7/18 Emld Dept 6/26
18-81	6/26	LIBRARY	Reallocate 2017 Carry Over amounts designated for study room furniture, furniture replacement and supplies at Kress and Weyers-Hillard Libraries. The projects are completed and the remaining funds will be used to purchase similar supplies at Central Library and other branch locations. Amount: \$0	1	N/A	N	Library Board
18-82	6/28	SHERIFF	This budget request is to increase the Sheriff's budget for state aid revenue from the Internet Crimes Against Children (ICAC) program funded through the State of Wisconsin, and increase the Supplies and Expense budget to purchase equipment for intelligence sharing with that ICAC money. This funding is technically not a grant but is similar in that it can be used to purchase small equipment items. Specifically, the funding is for five smart TVs plus wall mounts and three Android tablets. These items will not be used on the county network. There is no match required for this grant. Amount: \$1,400	7	6/28/18	Y	PS 7/12 CB 7/18 Emld Dept 6/28
18-83	7/10	UW-EXT	The UW-Extension Family Living Program (state) has received funding from the State of Wisconsin to DFI to Department of Workforce Development to UW Extension (state) to Brown County UW Extension to provide 6 Financial Budgeting workshops to be delivered by Brown County UW-Extension. Amount: \$2,200	7	7/18	Y	PDT 7/23 CB 8/15 Emld Dept 7/18
18-84	7/9	PARKS	This budget adjustment is for use of the remaining \$15,000 that was approved by the County Board during the 2018 budget process for Parks Friends Groups outlay contributions. This contribution to the Nesholia Friends Group will be for asphalt repairs near the shelter building. Amount: \$5,000	5b	7/18	Y	ED 7/26 CB 8/15 Emld Dept 7/18

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
18-85	7/13	HHS-CS	Brown County received letter of intent to fund Brown County Health and Human Services for State Targeted Response (STR) to the Opioid Crisis for waitlist and unmet needs from 5/1/2018 – 4/30/2019. This budget adjustment record the portion of revenues and expenses expected in calendar year 2018. Amount: \$62,925	7	7/18	Y	HS 7/23 CB 8/15 Emld Dept 7/18
18-87	7/13	PSC-EM	Emergency Management HazMat was awarded federal funding from W1 Department of Military Affairs for Hazardous Materials Emergency Preparedness/Spill Containment and Recovery in an Ice Environment training. Amount: \$1,750	7	7/18	Y	PS 8/1 CB 8/15 Emld Dept 7/18

Brown County Arena & Exposition Center (Shopko Hall)

Subject Property Details

Land

Address: 1901 South Oneida St, Ashwaubenon, WI
Parcel IDs: Part of Parcel# VA-42 and VA-41-7
Land area: Approximately 8.3 acres

Existing Structures

Brown County Veterans Memorial Arena (5,248-seat multi-purpose arena)
Former Packers Hall of Fame Building (32,850 square feet)
Shopko Hall (43,000 plus square foot exposition hall)

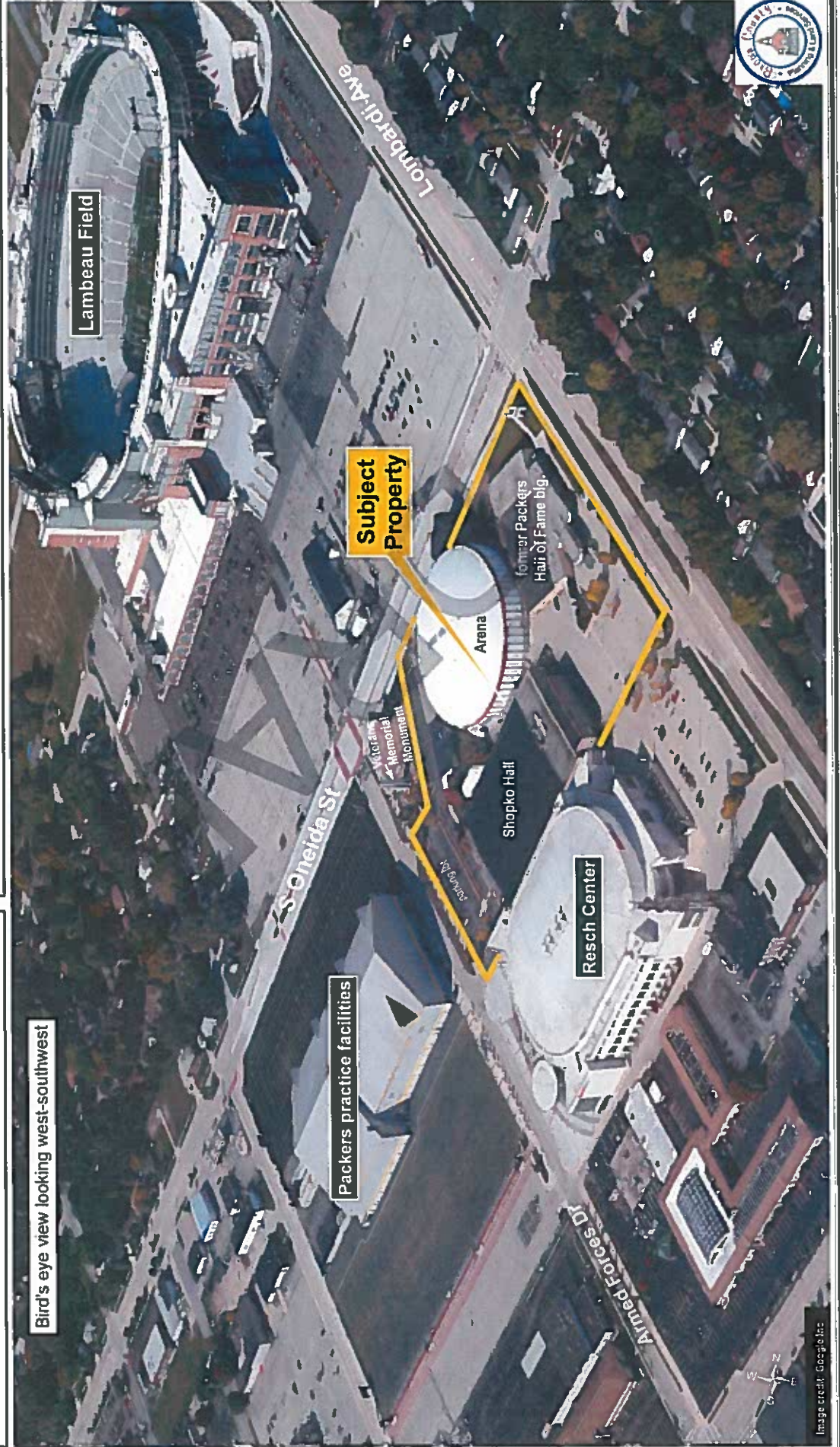
Neighborhood Characteristics

The site is adjacent to historic 81,463-seat Lambeau Field, home of the Green Bay Packers. It is also immediately adjacent to the Resch Center which is a 10,500 seat arena venue hosting concerts, sporting, family shows and theater-type events. The Resch Center is also the home of Green Bay Gamblers Hockey, UW-Green Bay Men's Basketball and the Green Bay Blizzard Professional Indoor Football.

The site is also adjacent to the indoor and outdoor training fields for the Green Bay Packers which serve as an annual summer tourist draw for training camp. One third of a mile to the west (to the immediate west of Lambeau Field) is the destination \$120 million mixed-use 34-acre Tilletown District which is being developed by the Green Bay Packers.

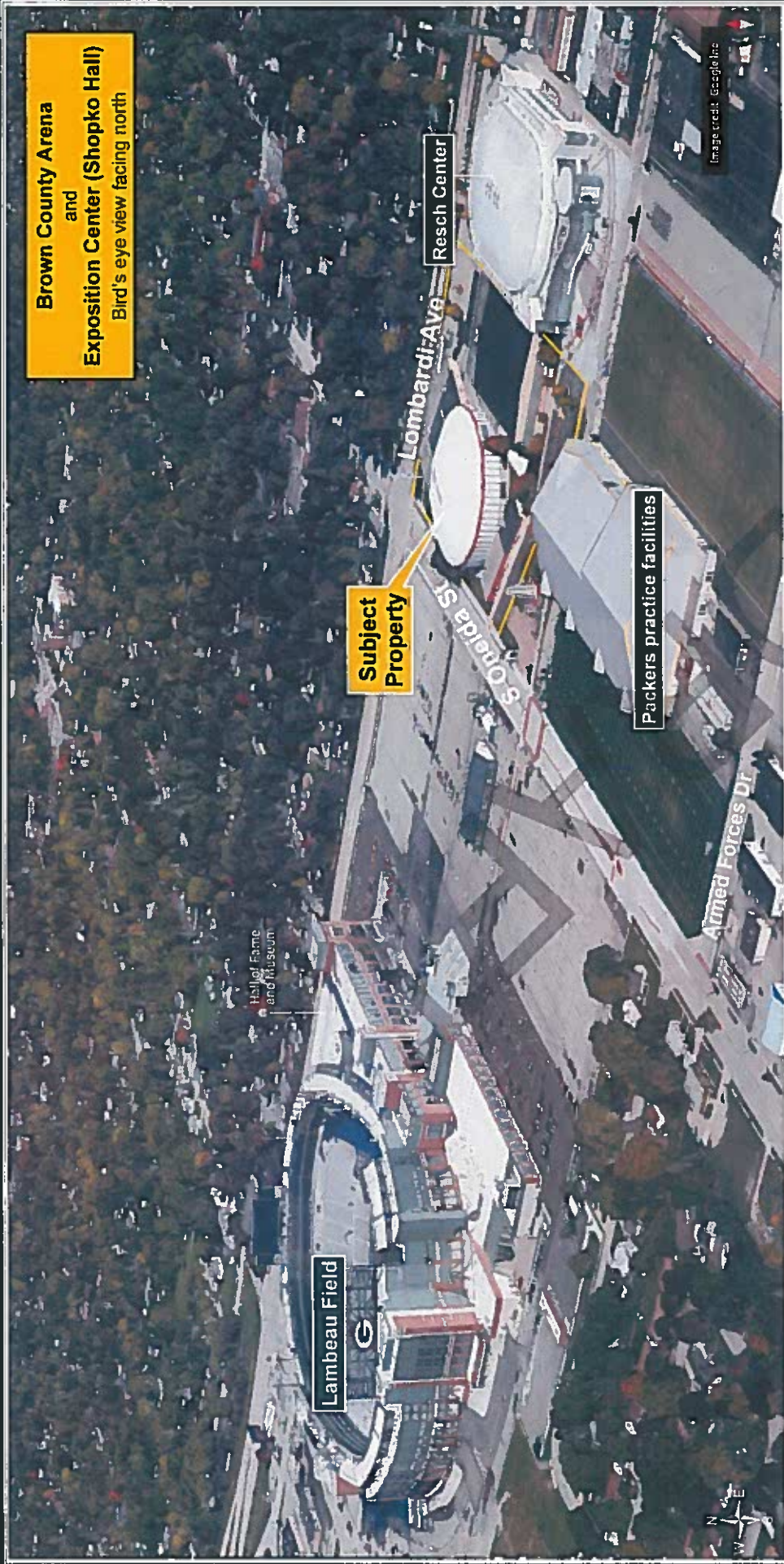
Approximately 60,000 permanent residents live within 2.5 miles of this site according to the US Census. Also within 2.5 miles are approximately 3300 businesses. This includes the Bay Park Square Mall which is about 1 mile south and Downtown Green Bay which is about 2 miles northeast of this site.

RFI Page 6 of 10

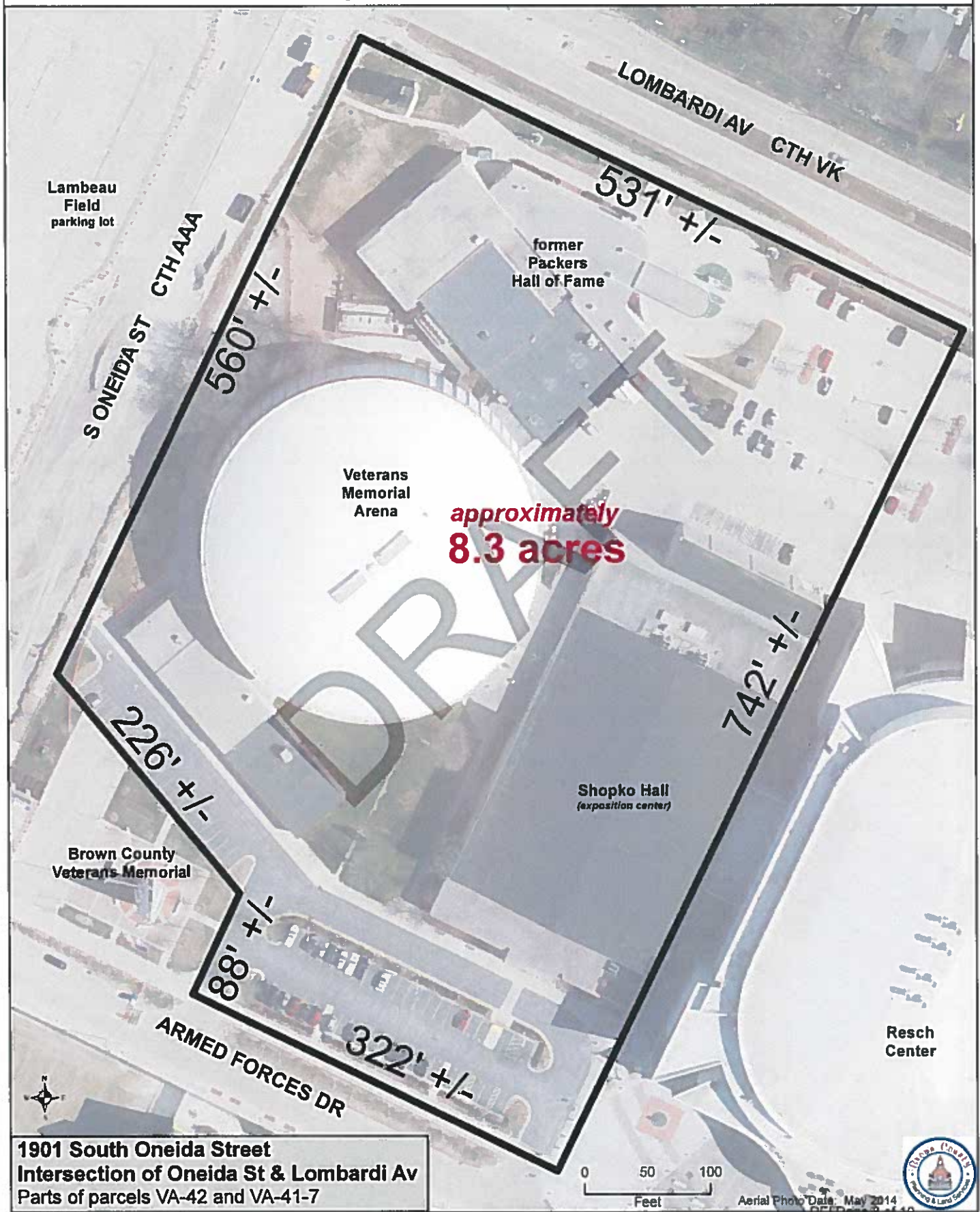


21.22

**Brown County Arena
and
Exposition Center (Shopko Hall)**
Bird's eye view facing north

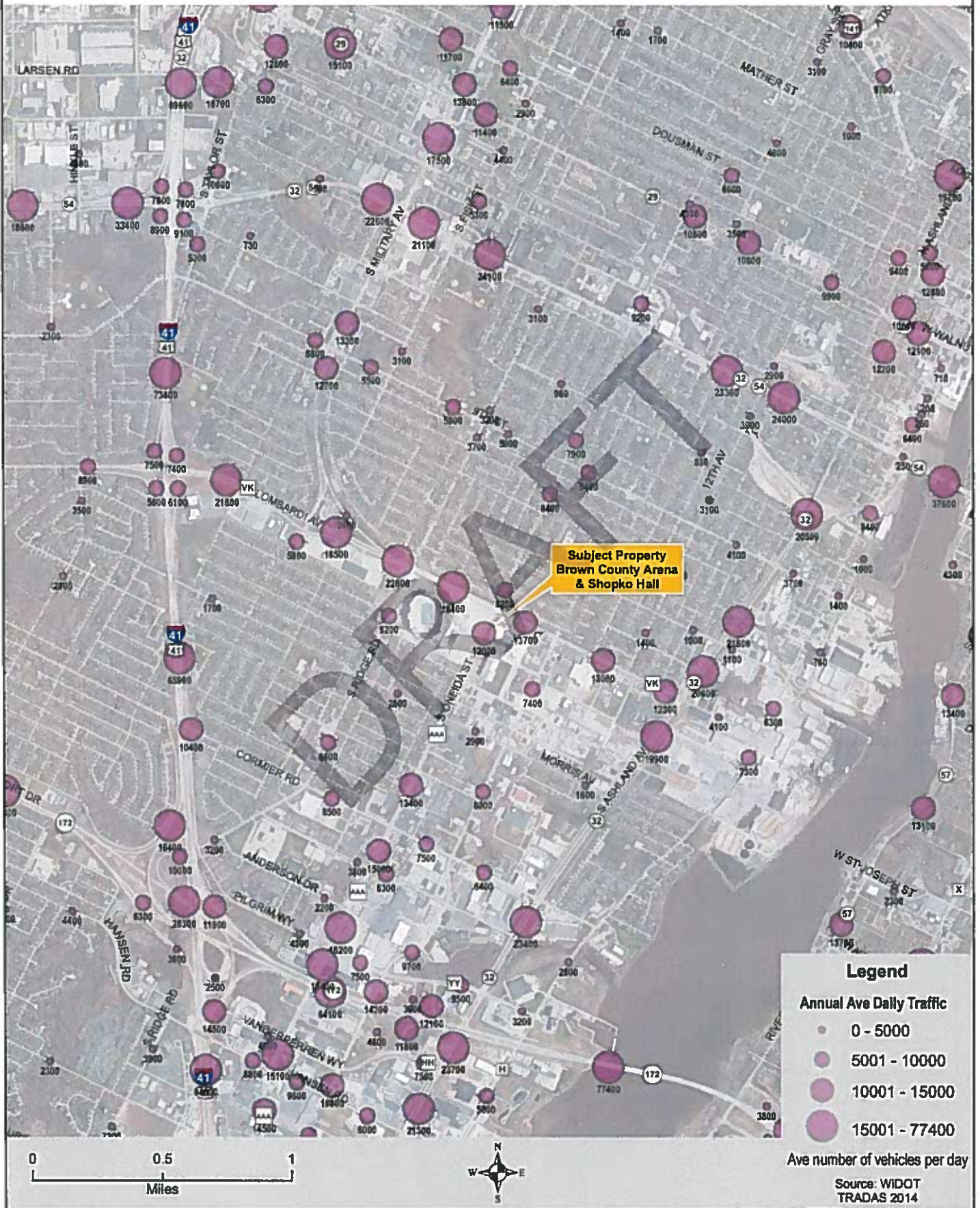


Brown County Arena and Exposition Center (Shopko Hall)



21, 22

Annual Average Daily Traffic within 2 miles of the Brown County Arena / Shopko Hall



Request for Proposal (RFP)

For

Expo Center Redevelopment Project Management (PM) Services

**Village of Ashwaubenon Community
Development Authority**



Publish Date: **August 17, 2018**

Response Deadline: **September 14, 2018** **3:00 PM** **CDT**

**Submit to: Village of Ashwaubenon
2155 Holmgren Way
Ashwaubenon, WI 54304**

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PROJECT MANAGEMENT (PM) SERVICES FOR EXPO CENTER REDEVELOPMENT

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RFP PROJECT DETAILS

1. General

Brown County has approved a proposed complex on the site of the current Brown County Veteran's Memorial Arena and Shopko Hall to include exposition, entertainment, indoor and outdoor sports, commerce and private and public community events. The project will be funded through hotel room tax, sales tax, and naming rights.

The key stakeholders critical to this project include Brown County (land and facility owner), The Village of Ashwaubenon (the municipality in which the property sits and the financing lead), and PMI (the operator of the facilities on the site including the Resch Center). This relationship is documented and has been approved via a project memorandum of understanding between the County and Village. The County and Village, with input from PMI, constitute the "Project Management Team" (PMT).

While the facility is not yet fully programmed, to the desire is to include a flexible exposition hall (up to 120,000 sf) including back of house space that will accommodate a wide variety of events, spaces to support events (food service, changing rooms, toilets, staging, storage, etc.), usable outdoor space, office space and connection to the Resch Center to expand its functionality.

Funding for the project is capped at \$93.0 Million. The role of Project Manager will be to serve the three key stakeholders and represent their needs/interests equally throughout the process.

The Ashwaubenon Community Development Authority (CDA) is accepting responses to this Request for Proposals (RFP) from qualified Project Management (PM) firms who would be interested in providing PM services for the demolition of the existing Brown County Arena / former Hall of Fame complex, and Shopko Hall structure, and eventual construction of a new Exposition (Expo) Hall on the site located at 1901 S. Oneida Street in the Village of Ashwaubenon. The location of the new Expo Hall is intended to take advantage of the synergies from Lambeau Field, located immediately to the west of the property, Resch Center, located immediately east of the property, the new Titledown district west of Lambeau Field, and the Legends District, east of the property.

The general scope of PM services include, but are not limited to, the following:

- a) Act as the Project Management Team Representative/Liaison
- b) Provide Strategic Planning Assistance
- c) Integrate Internal Operational Knowledge and Experience
- d) Provide Expo Program Management & Administration
- e) Assure Regulatory Approvals/Permitting
- f) Provide for and facilitate Public input/Community Support
- g) Develop and Maintain Master Program Budget
- h) Develop and Maintain Master Program Schedule
- i) Quality Assurance/Quality Controls
- j) Provide Financial Reporting Support
- k) Facilitate the Procurement/Contracting/Management of Project Contributors
- l) Identify Project Maintenance, Sustainability and Conservation Initiatives

The professional PM firm to be engaged in this project shall become part of the project team at the beginning and will be expected to provide PM services as necessary for all stages of the project including: Planning, Pre-design, Design, Bidding, Construction and Post-construction. The PM will further be responsible for providing input into obtaining the services of an Architectural/Engineering (A/E) Firm through a separate RFP process.

The Ashwaubenon CDA will rely on information submitted in response to this RFP to identify firms, or teams of firms, who would be available and interested in providing PM services for the development of the new Exposition Hall. In person interviews and additional requests for information may be requested as deemed necessary by the selection committee. Minimal requirements include previous experience providing project management and consulting services for a project(s) of similar scope and magnitude.

2. Contract Term

Project management for the duration of this project from project planning through construction, project close-out and the project warranty period. The anticipated opening of the Expo Center will be January 2021.

3. RFP Tentative Project Timeline

Please Note: These dates are for planning purposes. They represent the Ashwaubenon CDA's desired timeline for implementing this project. Any revision to the Due Date for submission of project will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate

TASK	DATE	TIME (Central Time)
RFP Published – Press Gazette and The Press	8/17/2018	N/A
RFP Optional Site Visit	Week of 8/27/2018	As scheduled
RFP Questions Due	9/6/2018	3:00 p.m.
RFP Questions and Answers Published	9/10/2018	4:30 p.m.
RFP Responses Due from Vendors	9/14/2018	3:00 p.m.
Interviews	10/2/2018	As scheduled
Approval of Contract	10/17/2018	N/A

4. RFP Optional Site Visit: DATE/TIME

RFP Site visits are based on the date & time listed in the Tentative Project Time Line above	
Potential Vendors meet:	Shopko Hall Main Entrance fronting on Armed Forces Drive. See Appendix A for site map.
Site Visit conducted by:	Mr. Terry Charles, PMI
Site Visit contact phone number to schedule site visit and email for questions:	(920) 405-1194 or terry.charles@pmiwi.com

5. RFP Questions Due: DATE/TIME

Questions-All questions related to this project must be in writing and received by the Village of Ashwaubenon, no later than the due date.

- Questions can be delivered via e-mail to: Village of Ashwaubenon Community Development Director, Aaron Schuette at aschuette@co.brown.wi.us
- Questions MUST be clearly marked in the subject line: "Questions for Expo Hall Project Management RFP"

6. RFP Questions & Answers Publish Date: DATE/TIME

Answers - If any questions are received; answers to all written questions will be issued in the form of an addendum.

- Answers will be published on the Brown County website at: www.co.brown.wi.us > Departments > Purchasing > Open Projects
- AND on the Demand Star Onvia website at: http://onviacenter.com/content/demandstar_subscriptions

It is the responsibility of all interested vendors to access the web site(s) for project information. Calls for assistance with the web site can be made to (920) 448-4040.

7. RFP Due Date & Delivery Address Details: DATE/TIME

Responses are due to Village of Ashwaubenon Village Clerk no later than the Due Date and Time.

Prospective vendors can submit proposals via email, hand deliver or by mail via DHL, FedEx, UPS, USPS, etc. as outlined below:

Emailed proposal must include the following items:

- Be clearly marked in the subject line with EXPO CENTER PROJECT MANAGEMENT RFP.
 - Adobe Acrobat (*.pdf) file named "(INSERT YOUR FIRM NAME) PROPOSAL" to include the full proposal.
- Be received, dated & time stamped by the due date and received at the following address:
 - jbroich@ashwaubenon.com
 - A courtesy email response will be generated after due date for receipt of all proposals.
- Emailed proposals also require that seven (7) paper copies be sent separately. These are provided to the scoring team. We have no preference as to how the proposals are bound. Proposals can be submitted in a box or envelope, whichever works best. It is neither necessary nor desired to put the required paper copies in their own separate envelopes.
- Delivery address is provided below.

Hand delivered or mailed proposal must include the following items:

- Be clearly marked with project EXPO CENTER PROJECT MANAGEMENT RFP on the outside of the sealed envelope or box in the lower left hand corner.
- Be in a sealed envelope or box as follows:
 - One envelope or box labeled "(INSERT YOUR FIRM NAME) PROPOSAL" to include seven (7) paper copies of the full proposal. We have no preference as to how the proposals are bound. Proposals can be submitted in a box or envelope, whichever works best. It is neither necessary nor desired to put the required paper copies in their own separate envelopes.
- Along with the paper proposal include one flash drive containing a digital file as follows:
 - One Adobe Acrobat (*.pdf) file named "(INSERT YOUR FIRM NAME) PROPOSAL".

- Be received, dated, and time stamped by the due date and received at the following address:

<p style="text-align: center;">Delivery Address for Proposals</p>
<p style="text-align: center;"> Ashwaubenon Village Clerk Expo Center Project Management RFP 2155 Holmgren Way Ashwaubenon, WI 54304 </p>

Note: It shall be the responsibility of the sender to ensure proposals arrive by the required due date and time. Any information received after the due date and time will be rejected. When hand delivering project; prospective vendors are encouraged to verify the time on the atomic clock (www.time.gov) as this is the official time used for the receiving of all information. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. Please make sure the outside package is clearly labeled with the project number and description of the project when mailing proposals via a 3rd party delivery service. This ensures the proposal can be applied to the appropriate project.

8. RFP Format & Submission Requirement

Any deviation from these requirements may result in the document submission to be considered non-responsive, thus eliminating the vendor from consideration. The document submission shall include the following attachments:

- **RFP SCOPE OF WORK & SPECIFICATIONS (Attachment A)** - Provide specific procedures and explanations to each requirement in your document submission.
- **RFP COST SHEET (Attachment C)** - Provide attachment listing your price with your document submission in a separate sealed envelope or separate file if submitted via email.
- **RFP REFERENCE DATA SHEET (Attachment D)** – Provide attachment with three (3) to five (5) references with your document submission.
- **RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION (Attachment E)** – Provide attachment if any of part of your proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. Prices always become public information when quotes/bids/proposals are opened, and therefore cannot be kept confidential.
- **RFP ADDENDUM(S) ACKNOWLEDGEMENT (Attachment F)** - If Addendum(s) exist for this project, please sign and date the attachment and provide with your document submission.

9. RFP Method of Payment

Monthly progress invoicing is acceptable.

Payment Terms: Payments may apply as noted in Wisconsin Statute 66.0135. If milestone payments are appropriate they will be defined in the contract.

10. Financial Verification

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (i.e. Wisconsin Circuit Court Access, UCC) prior to contract award. The Ashwaubenon CDA reserves the right to reject RFPs based on information obtained through these background checks if it is deemed to be in the best interest of the CDA.

11. Other

1. **Cancelled Project Records:** The Ashwaubenon CDA reserves the right to not disclose records of cancelled projects to ensure open and fair competition of future solicitations.
2. **Laws:** All services shall conform to all applicable industry, Federal, State and Local Laws, Codes, Ordinances, OSHA requirements, and standards.
3. **License:** Vendors performing work are required to have the necessary professional licenses for the state for which the work is to be done. All applicable licenses must be current on the day of contract execution and throughout the length of the project.
4. **Project Manager:** Vendor shall provide a Project Manager who will act as a single point of contact for the Ashwaubenon CDA.
5. **Rejection of Document Submission:** The Ashwaubenon CDA reserves the right to accept or reject any or all submissions and to waive any informality in the document.
6. **Taxes:** The Ashwaubenon CDA and its departments are exempt from payment of all federal, Wisconsin and local taxes on its purchases except Wisconsin excise taxes.

12. RFP Attachments

- A. **RFP Scope of Work, Specifications / Drawings:** Vendor must adhere to the scope of work described for this project.
- B. **RFP Scoring**
- C. **RFP Cost Sheet**
- D. **RFP Reference Data Sheet**
- E. **RFP Designation of Confidential & Proprietary Information**
- F. **RFP Addendum(s) Acknowledgement:** Ashwaubenon CDA reserves the right to make changes to this project. Any changes in the scope of work shall be mutually agreed upon by the Vendor and the County.

ATTACHMENT A: RFP SCOPE OF WORK, SPECIFICATIONS, AND REQUIREMENTS

(Potential vendors are expected to perform the following services in order to submit documents and to be awarded a contract.) Please provide specific procedures and explanations to each requirement in your submitted documents.

Project Management (PM) Services for Expo Center Redevelopment

Scope of Project Management (PM) Services

The duties and responsibilities of the PM firm, on behalf of the Ashwaubenon Community Development Authority and the Project Management Team will be to provide any and all resources necessary to ensure the successful completion of the Exposition Hall project.

The general scope of PM services include, but are not limited to the following:

1. Act as the Project Representative/Liaison on behalf of the PMT
2. Provide Strategic Planning Assistance
3. Integrate Internal Operational Knowledge and Experience
4. Provide Expo Program Management & Administration
5. Assure Regulatory Approvals/Permitting
6. Provide for and facilitate Public input/Community Support
7. Develop and Maintain Master Program Budget
8. Develop and Maintain Master Program Schedule
9. Quality Assurance/Quality Controls
10. Provide Financial Reporting Support
11. Facilitate the Procurement/Contracting/Management of Project Contributors
12. Identify Project Maintenance, Sustainability and Conservation Initiatives

Specific PM scope of services will include, but not be limited to the following:

A. Planning Phase

During this phase the project, the parameters will be defined and clarified to assure a single cohesive vision and message is communicated to a broader public audience. Team members will be clearly identified along with role, scope and authority levels. An initial project budget framework and schedule will be developed along with definitive financial milestones, cash flow, and approval processes. The specific project components will be given further refinement through user group workshops with operational teams. The results of these workshop sessions will be communicated back to the Project Management Team (PMT) for confirmation and approval to proceed. Outcome will be a macro program defining scope and scale. During this same period initial municipal, regulatory and public information sessions will be held to begin to communicate the overall project vision, goals and operational objectives. Specific tasks include, but are not limited to:

1. Define Project Components
2. Budget Validation
3. Phasing or Sequence Plan
4. Milestone Schedule
5. Phase One Design Services Scope and Budget
6. Financial Sources & Uses of Funds, Project Cash Flow
7. Public Meetings
8. Refined Program Vision and Coordination with Stakeholders
9. Regulatory Stakeholders Defined

B. Pre-design Phase

At the beginning of this step, a Request for Proposal (RFP) will be developed to select and retain an A/E firm to finalize the detailed project program and initiate the design process. Once on board, detailed programming and conceptual

design meetings will be coordinated with stakeholders and users to develop site and facility design options for consideration and refinement. The design will progress through multiple conceptual design iterations with multiple milestone and decision checkpoints (including budget updates) with the PMT along the way. Early due diligence will be performed on the existing buildings and site to understand any conditions that may influence the design, cost or schedule. In addition, municipal public works and utilities will be assessed to understand the impacts and coordination that will be necessary. Regular updates will be provided on design progress, budget and schedule to the PMT. At the conclusion of this step, the architect will be seeking approval of the conceptual design for the site and facility to proceed into schematic design. Specific tasks include, but are not limited to:

1. Facilitate Program Stakeholder & Community Engagement Planning
2. Provide input into the selection of the Architectural & Engineering Services provider
3. Design Team Contracting
4. Detailed Space Programming
5. Prepare Master Schedule
6. Prepare Preliminary Budget
7. Oversee Site Due Diligence
8. Develop & Implement Program Team Communication Procedure
9. Monthly Reporting to County/CDA
10. Integrate Donor Opportunities

C. Design Phase

In this phase the A/E firm will advance the design of the facility into schematic design. Programmed spaces, operational requirements and exterior features will be defined. Additionally, at this point, (with Operator and the County) proposals for complex naming rights will be solicited and additional public information sessions will be held to present the project design. Regular design peer, value engineering, and constructability reviews will be held to assure the project purpose, budget and schedule goals are met or exceeded. Preliminary regulatory agency reviews will be conducted, and final utility and public infrastructure needs will be determined. The design team will progress further into refining the facility and site design; integrating systems, equipment, materials, and finishes to prepare documentation suitable for public bidding. Product and material specifications will be integrated to complement the drawings and assure conformance with public procurement processes. Solicitation and pre-qualification of interested construction firms will be performed. PMT requirements and input will be integrated throughout the design and engineering process including identification, evaluation, selection and procurement of furniture, fixtures, and equipment (FF&E) components. Regular updates will be provided on design progress, budget and schedule to the PMT. At the conclusion of this step, the A/E firm will package and deliver a set of construction documents to the Project Manager for competitive bidding. Specific tasks include, but are not limited to:

1. Organize, Lead and Document Project Meetings
2. Monitor Designer Compliance with Management Plan, Schedule and Budget
3. Construction Team Contracting
4. Coordinate Regulatory Agency Reviews
5. Identify & Solicit FF&E Components
6. Prepare General and Supplemental Conditions for Construction
7. Provide Monthly Program Accounting and Budgetary Reporting
8. Stakeholder/Public Outreach Support
9. Develop and maintain Master Schedule
10. Oversee Pre-Bid Construction Schedule
11. Oversee Estimates of overall Construction Cost test budgets, including soft costs
12. Provide advice on material selection, construction means/methods with specific consideration of maintenance and life-cycle of products.
13. Peer Review of A/E Design and Consulting
14. Provide Value Engineering Studies on Construction Components

D. Bidding and Award Phase

This phase begins with a competitive public bid process for construction contracts. Once bids are received, a summary of costs will be prepared and presented for approval to proceed with the contract value including appropriate contingency amounts at or under the \$93M construction budget. Regulatory approvals will be confirmed, permits secured and the construction process can begin. Specific tasks include, but are not limited to:

1. Lead Development of Pre-qualified Bidder Process
2. Develop Awareness and Interest of Qualified Bidders
3. Coordinate with selected A/E firm in preparing bid documents.
4. Assist Architect in Bid Advertisement
5. Lead and Conduct Pre-bid Conferences
6. Coordinate Procedures for Bidder Questions
7. Review Addenda for Design, Budget and Schedule Impact
8. Oversee Process of Assembly, Delivery and Execution of Contract Documents
9. Maintain Master Schedule
10. Manage Monthly Program Accounting and Budgetary Reporting
11. Prepare Estimate of Addenda Costs
12. Bid Evaluation
13. Financial Funding/Cash Flow
14. Municipal/Regulatory Agency Assurances

E. Construction Phase

This phase includes the physical demolition and construction of the project, project controls will be put in place to assure conformance with design intent and conformance to quality standards. Regular project meetings will be held to coordinate construction activities, confirm submittal approvals and integrate any PMI equipment or vendor requirements. Construction site walk-through's will be scheduled to assure conformance of in place materials and equipment with design intent and occupancy permits will be secured. Regular updates will be provided on construction progress, budget and schedule to the PMT. At the conclusion of this step, the design and construction team will perform a final review of the project and prepare a punch list for substantial completion and owner turnover. Specific tasks include, but are not limited to:

1. Maintain Master Schedule, including Contractor development of a construction staging plan to address site constraints
2. Project Controls and Delivery, including managing and coordinating all project contractor and consultant activities
3. FF&E Procurement & Management
4. Monthly Invoicing and Change Order Processing
5. On-site Construction Presence
6. Ensure the Contractors maintain site safety plans and project files to State audit requirements
7. Ensure all contractors are in compliance with applicable governmental regulations and codes
8. Technical Administrative Controls
9. Owner Review of RFI's, Shop drawings and Samples
10. Coordinate and evaluate change order requests with the A/E firm and PMT.
11. Owner Representation at Meetings
12. Manage Project Accounting Controls
13. Provide Monthly Accounting, Budget and Schedule Reporting
14. O&M
15. Substantial Completion/Punchlist

F. Post-Construction Phase

This final phase includes installation of remaining owner equipment, systems, and furnishings. The building systems will be commissioned, and training on maintenance and operation procedures will be conducted. Final project administrative procedures including; accounting close-out, warranty assurance, as-built documentation and system maintenance agreements will be completed. Operator move in and change management will be integrated and opening night will be scheduled. Specific tasks include, but are not limited to:

1. As-built Coordination
2. O&M
3. Occupancy Permitting
4. Move/Change Management
5. Assure Warranty, Training and Commissioning Deliverables
6. Financial Close-out

Proposals shall address each of the following requirements described below by providing specific examples and explanations.

- A. Cover Letter:** Provide a cover letter from the person authorized to submit the proposal describing your interest in this project, your understanding of, and agreement with, the Scope of Work, and why your firm is the most qualified for this project. Summarize your capacity and capability to perform the work requested and your commitment to the project budget and the timeframe required.
- B. Firm Profile(s):** Provide a brief description of each firm on the project team including qualifications, venue operational expertise and other information that provides an accurate overview of each firm. Identify any sub-consultants that will be used. Include at least the following information for the primary PM firm and each sub-consultant:
1. Firm name, business address, telephone, email address, website address
 2. Address of principal (non-branch) office if different
 3. Primary contact person(s) with title(s)
 4. Professional history and affiliations
 5. Current staff size and professional registrations
 6. Range of professional service capabilities
 7. Impact of current workload on ability to meet the requirements of this RFP
- C. Relevant Experience and References:**
1. Describe the firm's capability or ability to provide the project management services requested.
 2. Provide descriptions of at least three projects that have been successfully completed by the proposed team members independently and as a team within the past ten years. The project management services described shall be similar in scope and complexity to the project described within this RFP. Demonstrate the team's competence to complete the requirements and include at least the following:
 - a. Project name
 - b. Project size (gross square feet)
 - c. Initial cost estimate
 - d. Initial construction contract amount
 - e. Amount of approved change orders
 - f. Final construction contract amount
 - g. Year construction was completed
 - h. Basic project program
 - i. Project delivery approach
 - j. Project owner with current address and telephone number
 - k. Principal tenant organization contact with current address and telephone number
- D. Staff & Organization:** Provide a list of the key staff who will be assigned to this project team and identify the role of each. Include a resume for each person and a project team organizational chart. Specifically include resumes for the following:
1. Firm Principal
 2. Project Manager
 3. Licensed Architects and/or Engineers
 4. Construction Supervisor(s)
 5. Sports Venue Operations consultant
 6. Other specialist(s)
- E. Methodology:** Provide a clear description of the approach and methodology your firm anticipates using to fulfill the requirement of this RFP including:
1. Demonstrated ability to provide a detailed comprehensive project management program.
 2. Demonstrated ability to effectively coordinate engineering disciplines (Civil, Structural & MEP) and specialized consultants.
 3. Demonstrated ability to produce accurate cost estimates.
 4. Demonstrated ability to control costs and manage the project budget.
 5. Demonstrated ability to provide effective and timely project documentation.
 6. Successful experience working with governmental entities.
 7. Demonstrated ability to coordinate with an architectural/engineering firm on a project of a similar nature.

8. Successful experience managing complex multi-purpose exposition center construction projects that include ice sheet(s).
 9. Demonstrated experience with operation and management of sports and entertainment venues of a similar scale and market to those currently under management by PMT.
- F. **Cost Proposal:** Provide a detailed cost breakdown indicating the fixed not-to-exceed cost for all work and reimbursable expenses to accomplish the scope described. Itemize labor costs and reimbursable expenses. Summarize the detailed cost breakdown in Attachment C.
- G. **Conflict of Interest:** Disclose any potential conflict of interest including, but not limited to, familial relationships between members of the consulting team and elected officials or employees and/or employees of the Village of Ashwaubenon or Ashwaubenon CDA, Brown County, or PMI.
- H. **Litigation Status:** Disclose any suits filed, judgements entered, or claims made against your firm during the last five years with respect to services provided by your firm and the outcome of each case. Also, provide all details of any declaration of default, non-conformance notices, or termination for cause against your firm with respect to such services. In addition, state whether during the past five years your firm or sub-consulting firms have been suspended from either bidding or entering into any government contract.
- I. **Safety Record:** Explain your firm's approach to safety for this project. Explain in detail what specifically will be done for this project to proactively maintain a safe environment for the works and the community.
- J. **Financial Strength**
1. Demonstrate the firm's financial capacity to provide the requested PM services.
 2. Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (i.e. Wisconsin Circuit Court Access, UCC, Wisconsin DFI, etc.) prior to contract award. The Ashwaubenon CDA reserves the right to reject RFPs based on information obtained through these background checks if it is deemed to be in the best interest of the CDA.

ATTACHMENT B: RFP Selection Process

(This attachment is provided for your information only. There is no need to sign or mail it back.)

Responses to this project will be evaluated according to the following:

The following steps will be observed in the evaluation of the potential vendor document submission:

- The Project Management Team will evaluate each vendor submission.
- The vendor submission will first be reviewed to determine if all the requirements outlined have been met. Failure to meet the requirements may result in elimination from consideration.
- References, oral presentations, and/or interviews may be required at the discretion of the PMT.

The evaluation factors to be used in project scoring are described below:

1. **Quality, clarity and responsiveness of proposal** – Proposals will be evaluated on meeting the overall requirements of the RFP.
2. **Responses to scope** – Proposals will be evaluated on the thoroughness and content of the responses submitted.
3. **Experience** – Proposals will be evaluated based on the experience of the project management firm including their team, individual employees and venue operator integration.
4. **Pricing** – Proposals will be scored on pricing following review and evaluation of the proposal by the scoring team.
5. **References** – Proposals will be evaluated based on information obtained from the references provided.
6. **Interview** – Firms selected for a panel interview will be evaluated based on prepared interview questions and the firm's responses to such questions.

ATTACHMENT C: RFP COST SHEET

(Use of this form is required when submitting your documents; do not submit copy of project details with your submission)

Vendor Information

COMPANY PHYSICAL LOCATION INFORMATION					
Legal Name:					
Address:					
City:		State:		Zip:	
Phone:		Fax:			
Federal ID #:		Website:			
COMPANY REMIT INFORMATION <i>(where to send payment, if different than above)</i>					
Billing Name:					
<i>Name to print on check, if different than above</i>					
Address:					
City:		State:		Zip:	
Accounts Payable Contact:		Phone:			
Accounts Payable Email:		Payment Terms:			
CONTACT INFORMATION / SALES REPRESENTATIVE RESPONSIBLE FOR SETTING UP PRESENTATIONS, DEMONSTRATIONS AND/OR INTERVIEWS					
Sales Rep Name:		Sales Rep Title:			
Sales Rep Phone Number:		Sales Rep Email:			
CONTACT INFORMATION / PRIMARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU					
Primary Name:		Title:			
Email:					
CONTACT INFORMATION / SECONDARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU					
Secondary Name:		Title:			
Email:					
CONTACT INFORMATION / PROJECT MANAGER					
Project Manager Name:		Title:			
Address:					
City:		State:			
Phone:		ZIP:			
Email:		Fax:			

CONTACT INFORMATION / PERSON AUTHORIZED TO SIGN CONTRACT			
Contract Signer Name:		Title:	
Address:			
City:		State:	
Phone:		ZIP:	
Email:		Fax:	

Fee Proposal Detail (as specified in Attachment A)

- **Planning Phase Fee:** This should be proposed as a lump sum fee.
- **Pre-Design Phase Fee:** This should be proposed as a lump sum fee.
- **Design Phase Fee:** This should be proposed as a lump sum fee.
- **Construction Phase Fee:** This should be proposed as a lump sum fee.
- **Post-Construction Phase Fee:** This should be proposed as a lump sum fee.

Expo Center Project Manager (PM) RFP Cost Proposal Summary

Planning Phase Fee (Lump sum for the planning phase services provided by the PM as set forth in this document)	\$ _____
Pre-Design Phase Fee (Lump sum for the pre-design phase services provided by the PM as set forth in this document)	% _____
Design Phase Fee (Lump sum for design phase services provided by the PM as set forth in this document)	\$ _____
Construction Phase Fee (Lump sum for construction phase services provided by the PM as set forth in this document)	\$ _____
Post Construction Phase Fee (Lump sum for design phase services provided by the PM as set forth in this document)	\$ _____
Other Fees (Itemized other fees necessary to complete the requirements as set forth in this document)	\$ _____
*Grand Total for All Services	\$ _____

***Pricing is to be inclusive of all costs including travel and meals.**

ATTACHMENT D: RFP REFERENCE DATA SHEET

Provide a list of at least three and not greater than five clients that you have recently (within the past five years) or are currently providing services for with at least two clients in the public sector. Please verify that your contact person listed is accurate and still employed with the entity.

Reference #1	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #2	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #3	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #4	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #5	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State

ATTACHMENT E: RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION

(Use of this form is required when submitting proposal)

The attached material submitted in response to this project includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential. Blanket labeling of confidential/proprietary information in headers/footers of documents will not be considered as confidential/proprietary.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request the following pages not be released:

Section

Page #

Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD THE ASHWAUBENON CDA AND VILLAGE OF ASHWAUBENON HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE CDA AND VILLAGE AGREEING TO WITHOLD THE MATERIALS.

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying. The CDA and Village of Ashwaubenon considers other markings of confidential/proprietary in the proposal document to be insufficient. The undersigned agrees to hold the Ashwaubenon CDA and Village of Ashwaubenon harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name: _____

Printed Name: _____

Signature: _____

Date: _____

ATTACHMENT F: RFP ADDENDUM(S) ACKNOWLEDGEMENT

(If Addendums exist for this project, please sign and date and send with your bid)

The undersigned acknowledges receipt of the following addenda by checking the box(es) below:

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐

Additional Addenda should be written here:

I have examined and carefully prepared RFP from the plans and specifications and have checked the same in detail before submitting the RFP to the Ashwaubenon CDA. I have attached a list of subcontractors along with their respective trades-if applicable.

Company Name:

Printed Name:

Signature:

Date:

All vendors are responsible to check for addendums, published on the Brown County website at www.co.brown.wi.us/purchasing, for this project prior to the due date. No notification will be sent when addendums are published unless there is an addendum within three business days of RFP due date.

All vendors receiving initial notification of project and those who register as downloading the project off the Brown County web site will be notified by Brown County Purchasing of all addendums issued within three business days prior to due date. If RFP has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New RFP must be submitted by vendor if addendum affects costs.

Vendors that do not have Internet access are responsible for contacting Brown County Purchasing at BC_Administration@co.brown.wi.us to ensure receipt of addendums issued.

RFPs that do not acknowledge addendums may be rejected.

All RFPs submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed RFPs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

Request for Proposal (RFP)

For

**Expo Center Redevelopment
Architecture and Engineering (A/E) Services**

**Village of Ashwaubenon Community
Development Authority**



***Publish Date:* August 17, 2018**

***Response Deadline:* September 21, 2017**

**3:00 PM Central
Time**

**To: Village of Ashwaubenon
2155 Holmgren Way
Ashwaubenon, WI 54304**

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RFP PROJECT DETAILS

1. General

Brown County has approved a proposed complex on the site of the current Brown County Veteran's Memorial Arena and Shopko Hall to include exposition, entertainment, indoor and outdoor sports, commerce and private and public community events. The project will be funded through hotel room tax, sales tax, and naming rights.

The key stakeholders critical to this project include Brown County (land and facility owner), the Village of Ashwaubenon (the municipality in which the property sits and the financing partner), and PMI (the operator of the facilities on the site including the Resch Center). This relationship is documented and has been approved via a project memorandum of understanding between the County and Village. The County and Village, with input from PMI, constitute the "Project Management Team".

While the facility is not yet fully programmed, the desire is to include a flexible exposition hall (up to 120,000 sf) including back of house spaces that will accommodate a wide variety of events, spaces to support events (food service, changing rooms, toilets, staging, storage, etc.), usable outdoor civic space, office space and connection to the Resch Center to expand its functionality.

Funding for the project is capped at \$93.0 Million. The role of the Architecture/Engineering Firm will be to serve the three key stakeholders and represent their needs/interests equally throughout the process.

The Ashwaubenon Community Development Authority (CDA) is accepting responses to this Request for Proposals (RFP) from qualified Architectural/Engineering (A/E) firms who would be interested in providing A/E services for the demolition of the existing Brown County Arena / former Hall of Fame complex, demolition or possible repurposing of the Shopko Hall structure, and design and construction of a new Exposition (Expo) Hall on the site located at 1901 S. Oneida Street in the Village of Ashwaubenon. The location of the new Expo Hall is intended to take advantage of the synergies from Lambeau Field and Titletown District, located immediately to the west of the property, and the Resch Center and Legends District, located immediately east of the property.

The general scope of A/E services include, but are not limited to, the following:

- a) Work with Brown County, Village of Ashwaubenon and PMI Entertainment, along with a project manager (PM) firm yet to be determined, to offer project design and/or coordination ideas that may result in cost savings, efficiencies, and a high quality Expo Center with back of house services.
- b) Develop project scope based on project requirements.
- c) Prepare civil design, topographic and boundary surveys, including coordination with the Brown County, Green Bay, and Ashwaubenon Departments of Public Works, as applicable.
- d) Preparation of space schematics/flow diagrams.
- e) Conceptual design preparation
- f) Provide a project schedule for architectural programming from demolition/site preparation through construction and project close-out.
- g) Preparation of various bid packages including Furniture, Fixtures & Equipment (FF&E) deemed necessary to meet targeted substantial completion date.
 - i. Work with the Project Manager for distribution, evaluation and award of applicable bids.
- h) Demolition Design/Engineering/Environmental Services Specifications. Ensure requirements by the Wisconsin DNR are met.
- i) Utility design and coordination with the Village of Ashwaubenon, City of Green Bay, Brown County, Wisconsin Public Service, telecommunications providers, and other utilities, as applicable.
- j) Storm water and erosion and sediment control design and permitting. In addition to water quality and quantity requirements, the design must consider the use of environmentally-sensitive practices, including green infrastructure and low impact development. It must also include a maintenance friendly design and materials.
- k) Prepare site plan materials, including exterior building renderings, which meet the requirements of the Project Management Team and Village of Ashwaubenon Site Plan Committee.
- l) Provide interior design concepts
- m) FF&E selection & specification
- n) Perform value analysis/engineering, as requested
- o) Sustainability. Though LEED Certification is not a requirement, efforts are to be taken to utilize sustainable design and materials which will decrease long-term operational costs.
- p) General construction administration, coordinate with the Project Management firm, including obtaining all necessary local, county, state, and federal permits as applicable.
- q) Detailed cost estimating:
 - i. Accurate detailed cost estimating (including contingencies) will be required for options submitted and will be required prior to bidding. The cost estimates will be utilized to compare options.
- r) Provide hard copy and digital record drawings at 50% complete construction drawings and 95% complete construction drawings for owner's review. Provide 100% construction drawings for bidding:
 - i. Per owner's specific requirements using AutoCAD & AIA layering standards.
 - ii. Building Information Modeling (BIM) is to be utilized for all phases of this project.
- s) Coordinate with the Project Management Team on responses to bidder questions during the bid period.
- t) Government approvals including zoning and site plan review, as applicable and as required building code, ADA consulting, and building permits.
- u) Presentation materials:
 - i. Presentation materials for the public and other stakeholders for at least two public input meetings.
- v) Governing body presentations:
 - i. The consultant will be required to provide representation of the project status to Brown County, Village of Ashwaubenon, and other applicable committees and boards throughout the project.
- w) Coordinate with Brown County Technology Services, PMI, and the Project Manager firm to address building requirements to support the necessary Information technology systems, equipment, and infrastructure.
- x) Facilitate final project punch list communication and completion in conjunction with Project Manager and Contractors.
- y) Facilitate project turnover PMI and Brown County in regards to ensuring appropriate parties receive equipment training, O&M manual briefings and warranty timeline/contact updates.

The Ashwaubenon CDA and Project Team will rely on information submitted in response to this RFP to identify firms, or teams of firms, who would be available and interested in providing A/E services. Interested firms must have prior experience that includes the design and project management of similar sized exposition halls or similar buildings.

2. Contract Term

A/E services for the duration of this project from project planning through construction, project close-out and the project warranty period. The anticipated opening of the Expo Center will be January 2021.

3. RFP Tentative Project Timeline

Please Note: These dates are for planning purposes. They represent the CDA's desired timeline for implementing this project. Any revision to the Due Date for submission of project will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.

TASK	DATE	TIME (Central Time)
RFP Published – Press Gazette and The Press	8/17/2018	N/A
RFP Optional Site Visit	Week of 8/27/2018	As scheduled
RFP Questions Due	9/13/2018	3:00 p.m.
RFP Questions and Answers Published	9/17/2018	4:30 p.m.
RFP Responses Due from Vendors	9/21/2018	3:00 p.m.
Interviews	10/10/2018	As scheduled
Approval of Contract	10/17/2018	N/A

4. RFP Optional Site Visit: DATE/TIME

RFP Site visits are based on the date & time listed in the Tentative Project Time Line above	
Potential Vendors meet:	Shopko Hall Main Entrance fronting on Armed Forces Drive. See Appendix A for site map.
Site Visit conducted by:	Mr. Terry Charles, PMI
Site Visit contact phone number to schedule site visit and email for questions: (920) 405-1194 or email: terry.charles@pmiwi.com	

5. RFP Questions Due: DATE/TIME

Questions-All questions related to this project must be in writing and received by the Village of Ashwaubenon, no later than the due date.

- Questions can be delivered via e-mail to: Village of Ashwaubenon Community Development Director, Aaron Schuette at aschuette@ashwaubenon.com.
- Questions MUST be clearly marked in the subject line: "Questions for Expo Hall A/E RFP"

6. RFP Questions & Answers Publish Date: DATE/TIME

Answers - If any questions are received; answers to all written questions will be issued in the form of an addendum.

- Answers will be published on the Brown County website at: www.co.brown.wi.us > Departments > Purchasing > Open Projects
- AND on the Demand Star Onvia website at: http://onviacenter.com/content/demandstar_subscriptions

It is the responsibility of all interested vendors to access the web site(s) for project information. Calls for assistance with the web site can be made to (920) 448-4040.

7. RFP Due Date & Delivery Address Details: DATE/TIME

Responses are due to Village of Ashwaubenon Village Clerk no later than the Due Date and Time.

Prospective vendors can submit proposals via email, hand deliver or by mail via DHL, FedEx, UPS, USPS, etc. as outlined below:

Emailed proposal must include the following items:

- Be clearly marked in the subject line with EXPO CENTER A/E RFP.
 - Adobe Acrobat (*.pdf) file named "(INSERT YOUR FIRM NAME) PROPOSAL" to include the full proposal.
- Be received, dated & time stamped by the due date and received at the following address:
 - jbroich@ashwaubenon.com
 - A courtesy email response will be generated after due date for receipt of all proposals.
- Emailed proposals also require that seven (7) paper copies be sent separately. These are provided to the scoring team. We have no preference as to how the proposals are bound. Proposals can be submitted in a box or envelope, whichever works best. It is neither necessary nor desired to put the required paper copies in their own separate envelopes.
- Delivery address is provided below:

Hand delivered or mailed proposal must include the following items:

- Be clearly marked with project EXPO CENTER A/E RFP on the outside of the sealed envelope or box in the lower left hand corner.
- Be in a sealed envelope or box as follows:
 - One envelope or box labeled "(INSERT YOUR FIRM NAME) PROPOSAL" to include seven (7) paper copies of the full proposal. We have no preference as to how the proposals are bound. Proposals can be submitted in a box or envelope, whichever works best. It is neither necessary nor desired to put the required paper copies in their own separate envelopes.
- Along with the paper proposal include one flash drive containing a digital file as follows:
 - One Adobe Acrobat (*.pdf) file named "(INSERT YOUR FIRM NAME) PROPOSAL".
- Be received, dated, and time stamped by the due date and received at the following address:

Ashwaubenon Village Clerk
Expo Center
Project A/E RFP
2155 Holmgren Way
Ashwaubenon, WI 54304

Note: It shall be the responsibility of the sender to ensure proposals arrive by the required due date and time. Any information received after the due date and time will be rejected. When hand delivering project; prospective vendors are encouraged to verify the time on the atomic clock (www.time.gov) as this is the official time used for the receiving of all information. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. Please make sure the outside package is clearly labeled with the project number and description of the project when mailing proposals via a 3rd party delivery service. This ensures the proposal can be applied to the appropriate project.

8. RFP Format & Submission Requirement

Any deviation from these requirements may result in the document submission to be considered non-responsive, thus eliminating the vendor from consideration. The document submission shall include the following attachments:

- **RFP SCOPE OF WORK & SPECIFICATIONS (Attachment A)** - Provide specific procedures and explanations to each requirement in your document submission.
- **RFP COST SHEET (Attachment C)** - Provide attachment listing your price with your document submission in a separate sealed envelope or separate file if submitted via email.
- **RFP REFERENCE DATA SHEET (Attachment D)** – Provide attachment with three (3) to five (5) references with your document submission.
- **RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION (Attachment E)** – Provide attachment if any of part of your proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. Prices always become public information when quotes/bids/proposals are opened, and therefore cannot be kept confidential.
- **RFP ADDENDUM(S) ACKNOWLEDGEMENT (Attachment F)** - If Addendum(s) exist for this project, please sign and date the attachment and provide with your document submission.

9. RFP Method of Payment

Monthly progress invoicing is acceptable.

Payment Terms: Payments may apply as noted in Wisconsin Statute 66.0135. If milestone payments are appropriate they will be defined in the contract.

10. Financial Verification

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (i.e. Wisconsin Circuit Court Access, UCC) prior to contract award. The Ashwaubenon CDA reserves the right to reject RFPs based on information obtained through these background checks if it is deemed to be in the best interest of the CDA.

11. Other

1. **Cancelled Project Records:** The Ashwaubenon CDA reserves the right to not disclose records of cancelled project to ensure open and fair competition of future solicitations.
2. **Laws:** All services shall conform to all applicable industry, Federal, State and Local Laws, Codes, Ordinances, OSHA requirements, and standards.
3. **License:** Vendors performing work are required to have the necessary professional licenses for the state for which the work is to be done. All applicable licenses must be current on the day of Contract execution and throughout the length of the project.
4. **Project Manager:** Vendor shall provide a single point of contact for the Project Management Team.
5. **Rejection of Document Submission:** The Ashwaubenon CDA reserves the right to accept or reject any or all submissions and to waive any informality in the document.
6. **Taxes:** The Ashwaubenon CDA and its departments are exempt from payment of all federal, Wisconsin and local taxes on its purchases except Wisconsin excise taxes.

12. RFP Attachments

- A. **RFP Scope of Work, Specifications / Drawings:** Vendor must adhere to the scope of work described for this project.
- B. **RFP Scoring**
- C. **RFP Cost Sheet**
- D. **RFP Reference Data Sheet**
- E. **RFP Designation of Confidential & Proprietary Information**
- F. **RFP Addendum(s) Acknowledgement:** Ashwaubenon CDA reserves the right to make changes to this project. Any changes in the scope of work shall be mutually agreed upon by the Vendor and the County.

ATTACHMENT A: RFP SCOPE OF WORK, SPECIFICATIONS, AND REQUIREMENTS

(Potential vendors are expected to perform the following services in order to submit documents and to be awarded a contract.) Please provide specific procedures and explanations to each requirement in your submitted documents.

Architectural/Engineering Services for Expo Center Redevelopment

Scope of Architectural and Engineering (A/E) Services

The duties and responsibilities of the A/E firm, on behalf of the Ashwaubenon Community Development Authority and the Project Team will be to provide any and all A/E resources necessary to ensure the successful completion of the Exposition Center project.

The scope of A/E services may include, but are not limited to the following:

1. Work with Brown County, Village of Ashwaubenon and PMI Entertainment, along with a yet to be determined Project Management Firm, to offer high quality project design and/or coordination ideas that may result in cost savings, efficiencies, and/or a high quality up to 120,000 square foot Expo Center with back of house services.
2. Assist the PM to develop a project scope based on project requirements.
3. Prepare civil design, topographic and boundary surveys, including coordination with the Brown County, Green Bay, and Ashwaubenon Departments of Public Works, as applicable.
4. Prepare space schematics/flow diagrams
5. Prepare conceptual design options based on the project requirements
6. Prepare site plan materials, including but not limited to exterior building renderings, landscape plans, parking plans, and lighting plans which meet the requirements of the project team and Village of Ashwaubenon.
7. Provide interior design concepts and cost estimates
8. Perform value analysis/engineering, as requested
9. Incorporate efforts to utilize sustainable design and materials which will decrease long-term operational costs.
10. Develop a project schedule for A/E programming from demolition/site preparation through construction and project close-out.
11. Assist the PM with the preparation of detailed cost estimates, including contingencies, prior to bidding, to allow for bid comparisons.
12. Prepare the various bid packages deemed necessary to meet the targeted substantial completion date.
13. Coordinate distribution, evaluation, and award of applicable bids in consultation with the PM and Project Team.
14. Coordinate with the PM on responses to bidder questions during the bid period.
15. Coordinate utility design and engineering with the Village of Ashwaubenon, City of Green Bay, Brown County, Wisconsin Public Service, telecommunications firms, and other service providers, as applicable.
16. Evaluate the use of storm water and erosion and sediment control through the use of green infrastructure and low impact development techniques that decrease long-term maintenance or operational costs over conventional methods.
17. Assist PM in ensuring all village, county, state, and federal governmental requirements are met regarding demolition, design, engineering, and environmental services specifications.
18. Coordinate with the PM to obtain applicable government development approvals and/or permits, including state plan approvals.
19. Prepare and provide presentations to the project team, public, and other stakeholders.
20. Coordinate with Brown County Technology Services, PMI, and the PM to address building requirements to support the necessary Information technology systems, equipment, and infrastructure.

All design drawings and updated record reproducible drawings shall be given to the project team in editable AutoCAD 2014 conforming to AIA layering standards. Additionally PDF drawing and specification files will be forwarded to the Ashwaubenon CDA.

Proposals shall address each of the following requirements described below by providing specific examples and explanations.

- A. Cover Letter:** Provide a cover letter from the person authorized to submit the proposal describing your interest in this project, your understanding of, and agreement with, the Scope of Work, and why your firm is the most qualified for this project. Summarize your capacity and capability to perform the work requested and your commitment to the project budget and the timeframe required.
- B. Firm Profile(s):** Provide a brief description of each firm on the project team including qualifications, special expertise and other information that provides an accurate overview of each firm. Identify any sub-consultants that will be used. Include at least the following information for the primary A/E firm and any sub-consultants:
1. Firm name, business address, telephone, email address, website address
 2. Address of principal (non-branch) office if different
 3. Primary contact person(s) with title(s)
 4. Professional history and affiliations
 5. Current staff size and professional registrations
 6. Range of professional service capabilities
 7. Impact of current workload on ability to meet the requirements of this RFP
- C. Relevant Experience and References:**
1. Describe the project team's capability or ability to provide the A/E services requested.
 2. Provide descriptions of at least three similar sized and utilized exposition halls or similar building projects that have been successfully completed by the proposed team members independently and as a team within the past ten years. The projects described shall be similar in scope and complexity to the project described within this RFP. Demonstrate the team's competence to complete the requirements and include at least the following:
 - a. Project name
 - b. Project size (gross square feet)
 - c. Initial cost estimate
 - d. Initial construction contract amount
 - e. Amount of approved change orders
 - f. Final construction contract amount
 - g. Year construction was completed
 - h. Basic project program
 - i. Project delivery approach
 - j. Project owner with current address and telephone number
 - k. Principal tenant organization contact with current address and telephone number
- D. Staff & Organization:** Provide a list of the key staff who will be assigned to this project team and identify the role of each. Include a resume for each person and a project team organizational chart. Specifically include resumes for the following:
1. Firm Principal
 2. Project Manager
 3. Licensed Architects and Engineers who will be professionals of record
 4. Discipline leaders (architectural, civil, structural, mechanical, electrical, etc.)
 5. Other specialist(s)
- E. Methodology:** Provide a clear description of the approach and methodology your firm anticipates using to fulfill the requirement of this RFP including:
1. Demonstrated ability to provide a detailed comprehensive architectural and engineering program.
 2. Demonstrated ability to assemble detailed, accurate, and well-coordinated site plans, renderings, construction documents, and cost estimates.
 3. Demonstrated ability to provide site development and site design.
 4. Demonstrated ability to meet storm water management requirements.

-
5. Demonstrated ability to effectively coordinate engineering disciplines (Civil, Structural & MEP) and specialized consultants with the architectural work.
 6. Demonstrated ability to produce accurate cost estimates.
 7. Demonstrated ability to control costs and manage the project budget.
 8. Demonstrated ability to provide effective and timely construction and administration project documentation.
 9. Successful experience working with governmental entities.
 10. Successful experience designing multi-purpose exposition centers that include ice sheet(s).
 11. Demonstrated experience in designing and preparing construction documents for a similar building that was completed on time and on budget.
 12. Demonstrated ability to perform A/E for high-visibility public projects from design through project closeout and project warranty period.
 13. Demonstrated ability to effectively coordinate with a Project Management firm on a project of a similar nature.
- F. Cost Proposal:** Provide a detailed cost breakdown indicating the fixed not-to-exceed cost for all work and reimbursable expenses to accomplish the scope described. Itemize labor costs and reimbursable expenses. Summarize the detailed cost breakdown in Attachment C.
- G. Conflict of Interest:** Disclose any potential conflict of interest including, but not limited to, familial relationships between members of the consulting team and elected officials or employees and/or employees of the Village of Ashwaubenon or Ashwaubenon CDA, Brown County, or PMI.
- H. Litigation Status:** Disclose any suits filed, judgements entered, or claims made against your firm during the last five years with respect to services provided by your firm. Also, provide all details of any declaration of default, non-conformance notices, or termination for cause against your firm with respect to such services. In addition, state whether during the past five years your firm or sub-consulting firms have been suspended from either bidding or entering into any government contract.
- I. Safety Record:** Explain your firm's approach to safety for this project. Explain in detail what specifically will be done for this project to proactively maintain a safe environment for the works and the community.
- J. Financial Strength**
1. Demonstrate the firm's financial capacity to provide the requested A/E services.
 2. Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (i.e. Wisconsin Circuit Court Access, UCC, Wisconsin DFI, etc.) prior to contract award. The Ashwaubenon CDA reserves the right to reject RFPs based on information obtained through these background checks if it is deemed to be in the best interest of the CDA.

ATTACHMENT B: RFP SCORING

(This attachment is provided for your information only. There is no need to sign or mail it back.)

Responses to this project will be evaluated according to the following:

The following steps will be observed in the evaluation of the potential vendor document submission:

- The Project Team will evaluate each vendor submission.
- The vendor submission will first be reviewed to determine if all the requirements outlined have been met. Failure to meet the requirements may result in elimination from consideration.
- References, oral presentations, and/or interviews may be required at the discretion of the selection committee.

The evaluation factors to be used in project scoring are described below:

1. **Quality, clarity and responsiveness of proposal** – Proposals will be evaluated on meeting the overall requirements of the RFP.
2. **Responses to scope** – Proposals will be evaluated on the thoroughness and content of the responses submitted.
3. **Experience** – Proposals will be evaluated based on the experience of the A/E firm including their team and individual employees.
4. **Pricing** – Proposals will be scored on pricing following review and evaluation of the proposal by the scoring team.
5. **References** – Proposals will be evaluated based on information obtained from the references provided.
6. **Interview** – Firms selected for a panel interview will be evaluated based on prepared interview questions and the firm's responses to such questions.

ATTACHMENT C: RFP COST SHEET

(Use of this form is required when submitting your documents; do not submit copy of project details with your submission)

Vendor Information

COMPANY PHYSICAL LOCATION INFORMATION					
Legal Name:					
Address:					
City:		State:		Zip:	
Phone:		Fax:			
Federal ID #:		Website:			
COMPANY REMIT INFORMATION (where to send payment, if different than above)					
Billing Name:					
Name to print on check, if different than above					
Address:					
City:		State:		Zip:	
Accounts Payable Contact:		Phone:			
Accounts Payable Email:		Payment Terms:			
CONTACT INFORMATION / SALES REPRESENTATIVE RESPONSIBLE FOR SETTING UP PRESENTATIONS, DEMONSTRATIONS AND/OR INTERVIEWS					
Sales Rep Name:		Sales Rep Title:			
Sales Rep Phone Number:		Sales Rep Email:			
CONTACT INFORMATION / PRIMARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU					
Primary Name:		Title:			
Email:					
CONTACT INFORMATION / SECONDARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU					
Secondary Name:		Title:			
Email:					
CONTACT INFORMATION / PROJECT MANAGER					
Project Manager Name:		Title:			
Address:					
City:		State:			
Phone:		ZIP:			
Email:		Fax:			

CONTACT INFORMATION / PERSON AUTHORIZED TO SIGN CONTRACT			
Contract Signer Name:		Title:	
Address:			
City:		State:	
Phone:		ZIP:	
Email:		Fax:	

Expo Center Architecture/Engineering (A/E) Services RFP Cost Proposal Summary

******All costs are to be provided as lump sums.******

Architectural Programming	\$ _____
Schematic Design and Engineering	\$ _____
Design Development & Construction Documents	\$ _____
Project Schedule Development	\$ _____
Interior and Exterior Designs and Renderings	\$ _____
Other Fees (itemized other fees necessary to complete the requirements as set forth in this document.	\$ _____
*Grand Total for All Services	\$ _____

****Pricing is to be inclusive of all costs including travel and meals.***

ATTACHMENT D: RFP REFERENCE DATA SHEET

Provide a list of at least three and not greater than five clients that you have recently (within the past five years) or are currently providing services for with at least two clients in the public sector. Please verify that your contact person listed is accurate and still employed with the entity.

Reference #1	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #2	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #3	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #4	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #5	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State

ATTACHMENT E: RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION

(Use of this form is required when submitting proposal)

The attached material submitted in response to this project includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential. Blanket labeling of confidential/proprietary information in headers/footers of documents will not be considered as confidential/proprietary.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request the following pages not be released:

Section	Page #	Topic
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IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD THE ASHWAUBENON CDA AND VILLAGE OF ASHWAUBENON HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE CDA AND VILLAGE AGREEING TO WITHOLD THE MATERIALS.

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying. The CDA and Village of Ashwaubenon considers other markings of confidential/proprietary in the proposal document to be insufficient. The undersigned agrees to hold the Ashwaubenon CDA and Village of Ashwaubenon harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name: _____

Printed Name: _____

Signature: _____

Date: _____

ATTACHMENT F: RFP ADDENDUM(S) ACKNOWLEDGEMENT

(If Addendums exist for this project, please sign and date and send with your bid)

The undersigned acknowledges receipt of the following addenda by checking the box(es) below:

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐

Additional Addenda should be written here:

I have examined and carefully prepared RFP from the plans and specifications and have checked the same in detail before submitting the RFP to the Ashwaubenon CDA. I have attached a list of subcontractors along with their respective trades-if applicable.

Company Name:
Printed Name:
Signature:
Date:

All vendors are responsible to check for addendums, published on our web site at XXXXXXXXXXXXXXXX, for this project prior to the due date. No notification will be sent when addendums are published unless there is an addendum within three business days of RFP due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified by the Ashwaubenon CDA of all addendums issued within three business days prior to due date. If RFP has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New RFP must be submitted by vendor if addendum affects costs.

Vendors that do not have Internet access are responsible for contacting the Ashwaubenon CDA at XXXXXXXXXXXXX to ensure receipt of addendums issued.

RFPs that do not acknowledge addendums may be rejected.

All RFPs submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed RFPs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

DEPARTMENT OF ADMINISTRATION

Brown County



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

July 24, 2018

Committee Date:
August 1, 2018

TO: Administration Committee

FROM: Chad Weininger
Director of Administration

SUBJECT: July Director's Report

I. Risk & Purchasing Department

Claims for June/July: Three (3) claims were filed since last month's update. One (1) debris from a county truck damaged the hood of a car following it; one (1) rock from a county vehicle hit a car's windshield; one (1) contractor using county equipment to make repairs in the Courthouse slipped and damaged ligaments in both his ankles.

Incidents for June/July: (11) incidents were recorded: One (1) Central Library patron complained of shortness of breath, staff called 911; one (1) first responders responded to a call regarding a suicide attempt in the men's bathroom of the Central Library; one (1) East Library patron wearing sandals stubbed her toe on the door and cut herself. She was treated with a band aid. One (1) slip and fall by Meals on Wheels volunteer at ADRC; one (1) ADRC volunteer in Pulaski fainted and was taken to the hospital; two (2) Airport slip and fall incidents occurred on the escalator; one (1) slip and fall at the Courthouse on the new outdoor stairs due to inattentive walking; one (1) NEW Zoo patron was stung by a wasp; one (1) Adventure Park patron sustained a slip and fall injury on the slack line and required first aid; one (1) county vehicle was vandalized with a key; and one (1) incident of hail damage to the Jail sky lights. An insurance claim was filed and accepted by the insurance company.

Claims & Settlement Process: One (1) claim was dismissed for procedural reasons. One (1) lawsuit was resolved via settlement-Tipler suit of Drug Task Force vehicle vs. bicyclist, with the City of Green Bay paying half the settlement amount.

Lawsuits: Two (2) lawsuit were filed. One (1) was against the jail citing religious rights infringement and one (1) suit was filed against Child Support by an inmate claiming they were improperly garnishing his inmate account for child support.

Purchasing: Purchasing published/completed (1) RFQ, (1) RFB, and (1) OTP.

Grievances: None.

II. Finance Department

2019 Budget: Pre-submission meetings and Executive presentations set up with all departments. These are scheduled to be completed by August 16.

III. Tax Increment Finance District

Villages of Hobart and Suamico.

IV. New World ERP (Logos)/Kronos Projects Update

The bank conversion changes related to the New World ERP (Logos) Financial System is nearly complete.

- The Accounts Payable and Human Services Accounts Payable bank accounts successfully transitioned to Associated Bank on June 1.
- The check clearing process for June was successfully completed.
- The Payroll bank account successfully transitioned to Associated Bank as of June 18. The only remaining item is ensuring the manual payroll checks are correctly configured. This will occur when the first manual payroll check is issued.

Brown County converted to a new P-Card (purchasing card) provider as of June

V. Other

Staffing/Interns
Finance Director

Community Survey

If you have any questions, please feel free to contact me at 920-448-4035.

cc: Troy Streckenbach – County Executive

Contingency Fund Usage

Starting Balance	\$300,000
Usage to date	<u>-\$115,500</u>
Balance	\$184,500

Usage Details:

- 1) \$39,000–Courts: to add security glass at the front counters for the Court Commissioner's office.
- 2) \$9,500–Sheriff: to fund study of courthouse security best practice and design options.
- 3) \$24,000–Public Safety Communications: to fund staff overtime hours related to the implementation of the new Computer Aided Dispatch system.
- 4) \$43,000–Medical Examiner: to purchase a vehicle for use during responses to scenes.

Annual Comparison

**Analysis of 2018 vs 2017 - Room Tax
Data From Associated Bank's Report**

	Deposits Made by Munis - Based on Actual Dates Deposited with Associated Bank		Month to Month		Year to Date	
			Change 18 vs. 17		Change 18 vs. 17	
	2017	2018	Dollar	Percent	Dollar	Percent
January (December Room Tax)	521,603.62	478,587.50	(43,016.12)	-8.25%	(43,016.12)	-8.25%
February (January Room Tax)	311,813.36	279,133.37	(32,679.99)	-10.48%	(75,696.11)	-9.08%
March (February Room Tax)	373,516.62	336,827.03	(36,689.59)	-9.82%	(112,385.70)	-9.31%
April (March Room Tax)	409,275.83	424,232.77	14,956.94	3.65%	(97,428.76)	-6.03%
May (April Room Tax)	372,556.46	431,473.50	58,917.04	15.81%	(38,511.72)	-1.94%
June (May Room Tax)	403,728.27	464,300.96	60,572.69	15.00%	22,060.97	0.92%
July (June Room Tax)	500,977.08	-	(500,977.08)	-100.00%	(478,916.11)	-16.55%
August (July Room Tax)	629,694.90	-	(629,694.90)	-100.00%	(1,108,611.01)	-31.47%
September (August Room Tax)	682,100.97	-	(682,100.97)	-100.00%	(1,790,711.98)	-42.58%
October (September Room Tax)	712,737.93	-	(712,737.93)	-100.00%	(2,503,449.91)	-50.90%
November (October Room Tax)	654,998.14	-	(654,998.14)	-100.00%	(3,158,448.05)	-56.67%
December (November Room Tax)	575,109.88	-	(575,109.88)	-100.00%	(3,733,557.93)	-60.73%
	6,148,113.06	2,414,555.13				



Budget Performance Report

Date Range 01/01/18 - 06/30/18
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund								
REVENUE								
Department 080 - Treasurer								
Division 001 - General								
4100	General property taxes	(1,154,418.00)	.00	(1,154,418.00)	(96,201.50)	.00	(577,209.00)	50
4108	Interest on taxes	637,500.00	.00	637,500.00	51,726.03	.00	341,779.80	54
4109	Penalties on taxes	212,500.00	.00	212,500.00	17,841.00	.00	127,357.45	60
4110	Penalties on special assessments	40,000.00	.00	40,000.00	2,990.94	.00	16,632.66	42
4490	Ag use conversion	55,000.00	.00	55,000.00	(.58)	.00	80,594.28	147
4600	Charges and fees							
4600.890	Charges and fees Tax deed	40,000.00	.00	40,000.00	3,740.00	.00	16,225.00	41
4600 - Charges and fees Totals		\$40,000.00	\$0.00	\$40,000.00	\$3,740.00	\$0.00	\$16,225.00	41%
4900	Miscellaneous	1,000.00	.00	1,000.00	16,699.80	.00	17,658.26	1766
4905	Interest	779,955.00	.00	779,955.00	82,018.31	.00	527,383.60	68
4907	Unrealized Gain or Loss - Interest	.00	.00	.00	(7,189.00)	.00	(164,670.97)	+++
4960	Gain or Loss on Sale - Tax Deeds	30,000.00	.00	30,000.00	.00	.00	.00	0
4990	Cash Over/Short	.00	.00	.00	1.79	.00	608.23	+++
9002	Transfer in							
9002.400	Transfer in Wages	.00	.00	.00	565.30	.00	2,803.31	+++
9002 - Transfer in Totals		\$0.00	\$0.00	\$0.00	\$565.30	\$0.00	\$2,803.31	+++
Division 001 - General Totals								
Department 080 - Treasurer Totals		\$641,537.00	\$0.00	\$641,537.00	\$72,192.09	\$0.00	\$389,162.62	61%
REVENUE TOTALS		\$641,537.00	\$0.00	\$641,537.00	\$72,192.09	\$0.00	\$389,162.62	61%

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Budget Performance Report

Date Range 01/01/18 - 06/30/18
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
EXPENSE								
	Department 080 - Treasurer							
	Division 001 - General							
5100	Regular earnings	267,735.00	3,260.00	270,995.00	25,221.30	.00	118,639.84	44
5102	Paid leave earnings							
5102.100	Paid leave earnings Vacation	.00	.00	.00	2,198.90	.00	4,998.81	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	.00	.00	2,063.63	+++
5102.300	Paid leave earnings Casual time used	.00	.00	.00	128.78	.00	257.56	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	507.48	.00	1,195.36	+++
	5102 - Paid leave earnings Totals	\$0.00	\$0.00	\$0.00	\$2,835.16	\$0.00	\$8,515.36	+++
5103	Premium							
5103.000	Premium Overtime	1,223.00	.00	1,223.00	15.82	.00	112.96	9
	5103 - Premium Totals	\$1,223.00	\$0.00	\$1,223.00	\$15.82	\$0.00	\$112.96	9%
5110	Fringe benefits							
5110.100	Fringe benefits FICA	20,575.00	249.00	20,824.00	2,019.20	.00	9,219.51	44
5110.110	Fringe benefits Unemployment compensation	337.00	.00	337.00	32.99	.00	150.69	45
5110.200	Fringe benefits Health insurance	49,425.00	3,185.00	52,610.00	5,169.94	.00	24,726.15	47
5110.210	Fringe benefits Dental Insurance	4,265.00	.00	4,265.00	393.42	.00	1,888.23	44
5110.220	Fringe benefits Life Insurance	226.00	.00	226.00	56.88	.00	132.16	58
5110.230	Fringe benefits LT disability insurance	993.00	.00	993.00	68.35	.00	455.06	46
5110.235	Fringe benefits ST disability insurance	1,391.00	.00	1,391.00	95.83	.00	638.01	46
5110.240	Fringe benefits Workers compensation insurance	322.00	.00	322.00	26.83	.00	160.98	50
5110.300	Fringe benefits Retirement	18,230.00	(1,149.00)	17,081.00	1,880.83	.00	8,057.35	47
	5110 - Fringe benefits Totals	\$95,764.00	\$2,285.00	\$98,049.00	\$9,744.27	\$0.00	\$45,428.14	46%
5198	Fringe benefits - Budget only	1,818.00	(1,818.00)	.00	.00	.00	.00	+++
5300	Supplies							
5300	Supplies	1,980.00	.00	1,980.00	.00	.00	270.64	14
5300.001	Supplies Office	6,672.00	.00	6,672.00	.00	.00	1,019.32	15
5300.004	Supplies Postage	29,000.00	.00	29,000.00	1,072.84	.00	7,379.46	25
	5300 - Supplies Totals	\$37,652.00	\$0.00	\$37,652.00	\$1,072.84	\$0.00	\$8,669.42	23%

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Budget Performance Report

Date Range 01/01/18 - 06/30/18
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
5304	Printing							
5304.100	Printing Forms	11,336.00	.00	11,336.00	.00	.00	.00	0
	5304 - Printing Totals	\$11,336.00	\$0.00	\$11,336.00	\$0.00	\$0.00	\$0.00	0%
5305	Dues and memberships	125.00	.00	125.00	.00	.00	100.00	80
5306	Maintenance agreement							
5306.100	Maintenance agreement Software	2,294.00	.00	2,294.00	.00	.00	182.91	8
	5306 - Maintenance agreement Totals	\$2,294.00	\$0.00	\$2,294.00	\$0.00	\$0.00	\$182.91	8%
5307	Repairs and maintenance							
5307.100	Repairs and maintenance Equipment	1,200.00	.00	1,200.00	120.00	.00	120.00	10
	5307 - Repairs and maintenance Totals	\$1,200.00	\$0.00	\$1,200.00	\$120.00	\$0.00	\$120.00	10%
5310	Advertising and public notice	1,000.00	.00	1,000.00	.00	.00	168.00	17
5330	Books, periodicals, subscription	332.00	.00	332.00	.00	.00	301.11	91
5340	Travel and training	1,400.00	.00	1,400.00	.00	.00	151.16	11
5390	Miscellaneous	1,000.00	.00	1,000.00	50.00	.00	270.00	27
5392	Service fees	60,000.00	.00	60,000.00	5,689.34	.00	34,239.37	57
5410	Insurance							
5410.400	Insurance Bond	650.00	.00	650.00	.00	.00	866.25	133
	5410 - Insurance Totals	\$650.00	\$0.00	\$650.00	\$0.00	\$0.00	\$866.25	133%
5601	Intra-county expense							
5601.100	Intra-county expense Technology services	41,974.00	.00	41,974.00	3,061.32	.00	25,009.05	60
5601.200	Intra-county expense Insurance	2,011.00	.00	2,011.00	167.58	.00	1,005.48	50
5601.300	Intra-county expense Other departmental	300.00	.00	300.00	60.00	.00	520.00	173
5601.350	Intra-county expense Highway	1,000.00	.00	1,000.00	111.64	.00	111.64	11
5601.400	Intra-county expense Copy center	1,000.00	.00	1,000.00	170.44	.00	367.74	37
5601.450	Intra-county expense Departmental copiers	403.00	.00	403.00	33.58	.00	201.48	50
5601.550	Intra-county expense Document center	7,701.00	.00	7,701.00	712.22	.00	3,524.80	46
	5601 - Intra-county expense Totals	\$54,389.00	\$0.00	\$54,389.00	\$4,316.78	\$0.00	\$30,740.19	57%
5700	Contracted services	42,119.00	.00	42,119.00	2,671.00	16,577.00	20,954.13	89
5810	Tax deed	50,000.00	.00	50,000.00	1,984.30	.00	2,231.00	4
5815	Tax refund							

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Budget Performance Report

Date Range 01/01/18 - 06/30/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
5815.100	Tax refund Personal property	7,000.00	.00	7,000.00	.00	.00	5,744.47	82
5815.110	Tax refund Real estate property	2,000.00	.00	2,000.00	.00	.00	.00	0
5815 - Tax refund Totals								
5835	Soil testing	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$5,744.47	64%
Division 001 - General Totals								
		\$641,537.00	\$3,727.00	\$645,264.00	\$53,720.81	\$16,577.00	\$277,434.31	46%
Department 080 - Treasurer Totals								
		\$641,537.00	\$3,727.00	\$645,264.00	\$53,720.81	\$16,577.00	\$277,434.31	46%
EXPENSE TOTALS								
		\$641,537.00	\$3,727.00	\$645,264.00	\$53,720.81	\$16,577.00	\$277,434.31	46%
Fund 100 - General Fund Totals								
		\$0.00	(\$3,727.00)	(\$3,727.00)	\$18,471.28	(\$16,577.00)	\$111,728.31	
REVENUE TOTALS								
		641,537.00	.00	641,537.00	72,192.09	.00	389,162.62	61%
EXPENSE TOTALS								
		641,537.00	3,727.00	645,264.00	53,720.81	16,577.00	277,434.31	46%
Grand Totals								
		\$0.00	(\$3,727.00)	(\$3,727.00)	\$18,471.28	(\$16,577.00)	\$111,728.31	